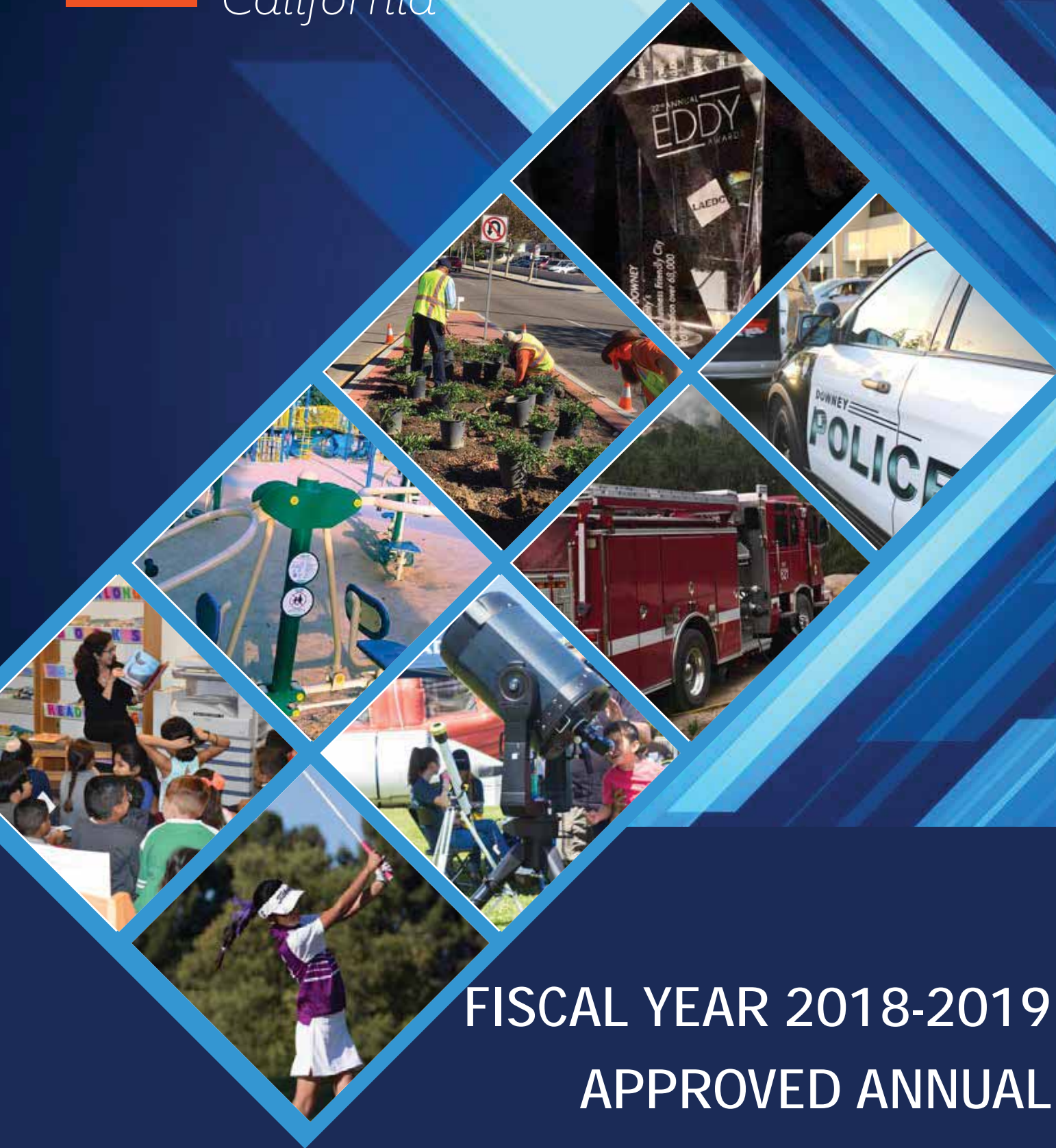




**City of Downey**  
California



**FISCAL YEAR 2018-2019  
APPROVED ANNUAL  
OPERATING BUDGET**



**City of Downey**  
California

## MISSION

*Proudly committed to continuously improving the quality of life for the Downey community by providing excellent service in a professional, ethical & responsible manner*

## VALUES

*Integrity*  
*Commitment*  
*Respect*  
*Teamwork*  
*Engagement*  
*Passion*  
*Excellence*



**City of Downey**  
CALIFORNIA

# Annual Operating Budget Fiscal Year 2018-2019

## DIRECTORY OF CITY OFFICIALS



**Sean Ashton**  
District 2  
MAYOR



**Rick Rodriguez**  
District 3  
MAYOR PRO-TEM



**Blanca Pacheco**  
District 1  
COUNCIL MEMBER



**Alex Saab**  
District 5  
COUNCIL MEMBER



**Fernando Vasquez**  
District 4  
COUNCIL MEMBER

## CITY MANAGEMENT TEAM

**GILBERT A. LIVAS**  
City Manager

**JOHN OSKOU**  
Assistant City Manager

**ALDO E. SCHINDLER**  
Director of Community Development

**YVETTE M. ABICH GARCIA**  
City Attorney

**EDWIN NORRIS**  
Interim Director of Public Works

**MARIA ALICIA DUARTE**  
City Clerk

**PAMELA PASSOW**  
Director of Parks and Recreation

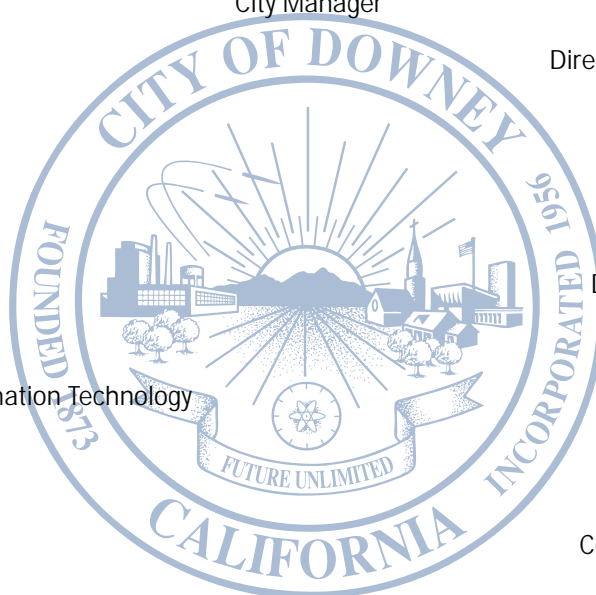
**ANIL H. GANDHY**  
Director of Finance and Information Technology

**IRMA YOUSSEFIEH**  
Director of Human Resources

**CARL D. CHARLES**  
Chief of Police

**BENJAMIN DICKOW**  
Executive Director & President  
Columbia Memorial Space Center  
Downey City Library

**MARK GILLASPIE**  
Fire Chief





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**City of Downey**  
California





City Manager's Transmittal Letter  
Organization Chart  
Commissions  
Community Profile  
City Map



# INTRODUCTION





## CITY MANAGER'S TRANSMITTAL LETTER

June 12, 2018

Dear Mayor Ashton and Members of the City Council:

Congratulations on another outstanding year of progress in making the City of Downey safer, more prosperous, and more livable. As we close Fiscal Year 2017-18, we mark the first six months of a three year, \$50 million capital improvement plan impacting virtually every corner of the community. Beginning with the start of the 2018-19 fiscal year, this capital improvement program, funded through the 2017 Lease Revenue Bonds issued by the Downey Public Financing Authority, will virtually double the capital project output of the City during the three year project period, without compromises on current Council priorities and public initiatives.

The outstanding indicators described in the following sections demonstrate the results of the Council's clear, strategic vision through its five overarching priorities of Fiscal Responsibility, Efficiency & Adaptability, Economic Vibrancy, Quality of Life, Safety and Infrastructure, and Public Engagement. These principles inform the development of the Council's annual goals and objectives, which advance the policies, set forth in the City of Downey's Vision 2025 General Plan and which are the basis for the budgetary proposals overviewed in this transmittal letter. Before we describe the work plan for the coming fiscal year, however, I'd like to take a moment to highlight the tremendous accomplishments achieved this year alone. What follows is a brief narrative of the milestones supporting to the Council's priority areas.

### Economic Vibrancy

Over the past fiscal year, we have the tangible fruits of our aggressive economic development strategy, with the near completion of the build-out of the Promenade Development, the opening of the nationwide top-performing Nissan Dealership, and the redevelopment of the long-vacant former World of Décor/ Pace/ Gemco property at the marquee intersection of the Interstate 5 and 605 freeways into the Giant RV dealership. Ever cognizant that the next economic downturn is a matter of when, not if, staff have adhered to Council's prioritization of economic development through ongoing planning efforts, the near-completion of the City's BioMedical Hub strategy; and the undertaking of a specific plan at the proposed Eco Rapid station on the South Campus of Rancho Los Amigos. Efforts at improving economic development in Southeast Los Angeles County, and in supporting local entrepreneurs through streamlining of permitting and approval processes were



Nissan Dealership

# CITY MANAGER'S TRANSMITTAL LETTER

bolstered with the hosting of the inaugural Gateway Cities Economic Summit this fall. A welcome capstone to these efforts was the recognition from the Los Angeles Economic Development Corporation naming Downey as the "Most Business Friendly" with a population of more than 68,000 residents.



## Quality of Life, Safety and Infrastructure

During this fiscal year, the City successfully addressed the Council's quality of life priority through a variety of parks projects, infrastructure projects, and the expansion of public safety initiatives. First and foremost, as contemplated by the Measure S proposal and described in the Fiscal Year 2017-18 budget transmittal letter, there has been a substantial increase in public safety staffing. The City has added 10 new sworn police officer positions, a Fire Training Captain, an Ambulance Coordinator, and hired 6 new ambulance operators. Furthermore, the City is midway through a \$3.25 million upgrade to the public safety dispatch systems, with \$1.25 million already committed and an expected additional expenditure of \$2 million in the upcoming fiscal year.

Also this fiscal year, staff entered the last stages of negotiations of 5 new acres of park land in the City, a tremendous achievement which, when completed, will add 4% more park acreage in this completely built-out City as the result of a cooperative agreement with the County of Los Angeles. The County is contributing \$10 million to the soccer field design and development at the South Rancho Los Amigos Property. Other local parks continue to receive welcome improvements, including improved lighting along the urban walking trails at Apollo and Furman parks, from light poles repurposed from Lakewood Boulevard and retrofitted with energy-efficient LED lighting and new baseball field lighting at Independence Park. The Brookshire Avenue water and streetscape improvement project has been completed and has expanded the implementation of the City's Bicycle Master Plan with bike and car lane "sharrows" on Brookshire south of Firestone Boulevard. Several new water well projects are underway, as is a comprehensive water main inspection and retrofitting program. Expanding access to the internet and technology, the Downey Library now offers free, unlimited wireless internet (WiFi) at its main building and at "virtual libraries" in the Civic Center, Barbara J. Riley Community and Senior Center, McCaughan Gym, Apollo Park and Discovery Sports Complex. The library has also implemented an automated checkout option for patrons and Virtual Reality hardware, software, and programming opportunities.



Furman Park Walking Trail Lights

# CITY MANAGER'S TRANSMITTAL LETTER

## Public Engagement

The Council has been committed to public engagement, particularly to ensuring the public is aware of programs, services, special events, and upcoming discussions regarding policy and regulatory changes. To that end, the City is finalizing its first-ever City-wide Language Access Plan, required by the Federal Government under Title VI. The plan will ensure the members of our diverse community are receiving services in a language they understand. Moreover, the City Manager's Office continues to oversee the evolution of our now-mobile friendly website, which will migrate to a new platform in the coming fiscal year. Additionally, an intern program was established to manage social media, city message boards, and website communications, and other online engagement platforms.

The City has also committed to doing its part in addressing the unprecedented, state-wide homelessness crisis. The Council established a Subcommittee on homeless that recommended the dedication of general funds to expand the availability of on-the-ground outreach workers to help homeless individuals, which is now under implementation. We have undertaken a city-wide planning effort, through a County Measure H grant, to develop a Downey-Specific Homeless Action Plan with additional realistic, meaningful steps that the City and community can take in addressing homeless neighbors. We have also leveraged federal funds to increase homeless services for families and young adults in the City of Downey through enhanced partnerships with local nonprofits. The City continues to participate in local, regional, and County-wide initiatives to identify and close gaps in the provision of services to individuals experiencing homelessness.



City of STEM Festival at Columbia Memorial Space Center

Public engagement has also expanded the cultural and educational opportunities in our community, including the expansion of the 4<sup>th</sup> Annual City of STEM festival, with partner events and festivals throughout the County of Los Angeles; the ongoing growth of the annual Dia de los Muertos festival at our Civic Theatre; and the official opening of the new Arts and Enrichment Center at Apollo Park in partnership with the Downey Family YMCA.

## Fiscal Responsibility

As a quick snapshot of the City's overall health, we have seen a 45.3% increase in Sales Tax revenue over the last 5 years, the City has \$30.3 Million in Reserves, there are 4,438 Businesses in Downey, a 3.6% unemployment rate and this year alone, the City has undertaken \$15 Million in street projects. Perhaps most notably, the City increased its bond rating from AA to AA+, the result of prudent fiscal management, responsible investment, and healthy community development.



Organizationally, we have revitalized our Emergency Preparedness operations, including extensive staff training to ensure timely response and recovery efforts in the event of a disaster. This training has been particularly helpful in ensuring that when disaster strikes, City staff understand their roles the record keeping and state or federal reimbursement processes. Special consideration has been given to training and drills for use of the City's phone, text and email notification systems, to ensure secure, timely updates to our staff and community members.

# CITY MANAGER'S TRANSMITTAL LETTER

The City has garnered more than \$11,102,746 in grant funding from a variety of federal, state, nonprofit and private sector grant opportunities.

## Efficiency & Adaptability

This year, the City rolled out its adopted Mission and Values, aimed at enhancing the organization's capacity for ensuring ethical delivery of high-quality local services. The Innovation Team projects, including publicly available GIS, expansion of Accela online capabilities, increased accessibility to PW documents through a joint Laserfiche project with Clerk's office, and an automated fuel dispensing system, have resulted in real cost savings in addition to a reallocation of staff time. These interdisciplinary teams help leverage internal expertise and develop internal leadership capacity. Other key organizational adaptations implemented this year include the rollout of the City's paramedic engine service, which ensures faster deployment of advanced life support services and efficient medical transport, substantial improvements to a service in which literally every second counts. Finally, as testament to the City's commitment to implementing performance management measures, the City was proud to host the only Southern California symposium for Bloomberg Philanthropies' What Works Cities initiative, with more than 100 representatives from local governments committed to data-driven public decision making and reporting.



Paramedic Engines

These accomplishments speak to the shared, unified vision of the City Council to undertake ambitious projects in furtherance of the City's mission of continual improvement in the quality of life for the Downey Community. These accomplishments are the result of careful, strategic planning; the everyday work of building relationships amongst staff and with the community; and the focused, intensive efforts of an extraordinarily dedicated staff committed to the City Council's five overarching principles, supported by specific objectives as outlined in each department's introductory narratives, and accountable according to the performance measures reported annually by each division.

## Budget Overview

As previously mentioned, this coming year's work plan is highly involved, and deeply intertwined with \$50 million in bond-funded work occurring over the next three years. Because of these bond-funded projects, the annual Capital Improvement Plan represents a 50% increase in the organizational workload for the next three years, before a single new program, project or event is undertaken. This past fall, the City's public financing authority approved the issuance of \$50 million in lease revenue bonds, to be repaid over the course of 20 years with revenues derived from the approval of Measure S. The City was fortunate to have the bonds issued in late 2016, at a time when interest rates on the bond market were still quite low for debt-issuers, and the Downey investment was particularly attractive due to the City's high-quality bond rating and reputation of prudent fiscal management. The bond issuance was over-subscribed, meaning there were more interested buyers than there were bonds available to purchase, again, a testament to the City's sound financial management and strong economic growth. In accordance with the City's responsible fiscal policies, the lease revenue

# CITY MANAGER'S TRANSMITTAL LETTER

bond comprised of 50% of Measure S revenues is a long term debt that is programmed for significant infrastructure improvements. The bond funds will not be used for current operations. The other 50% of Measure S revenues are programmed for public safety enhancements, primarily safety personnel, as described earlier in this letter.

Cognizant of the high-profile, highly-complex projects slated for the upcoming few years, Council has been judicious in its direction to staff this fiscal year. Moreover, while the City's revenues have increased marginally as the result of intensive business development and retention efforts, these revenues are only enough to meet the ever-increasing costs of CalPERS pensions, and so while staff's continued outstanding performance and dedication are what has made this organization so successful, there have been just modest increases to compensation. This 2% cost-of-living wage increase for the upcoming year is part of three-year memorandums of understanding with bargaining units. Having concluded negotiations with all seven bargaining units in the City during the 2017-18 fiscal year, the organization has a clear understanding of the trajectory of labor costs over the three year terms of the agreements, and can plan accordingly.

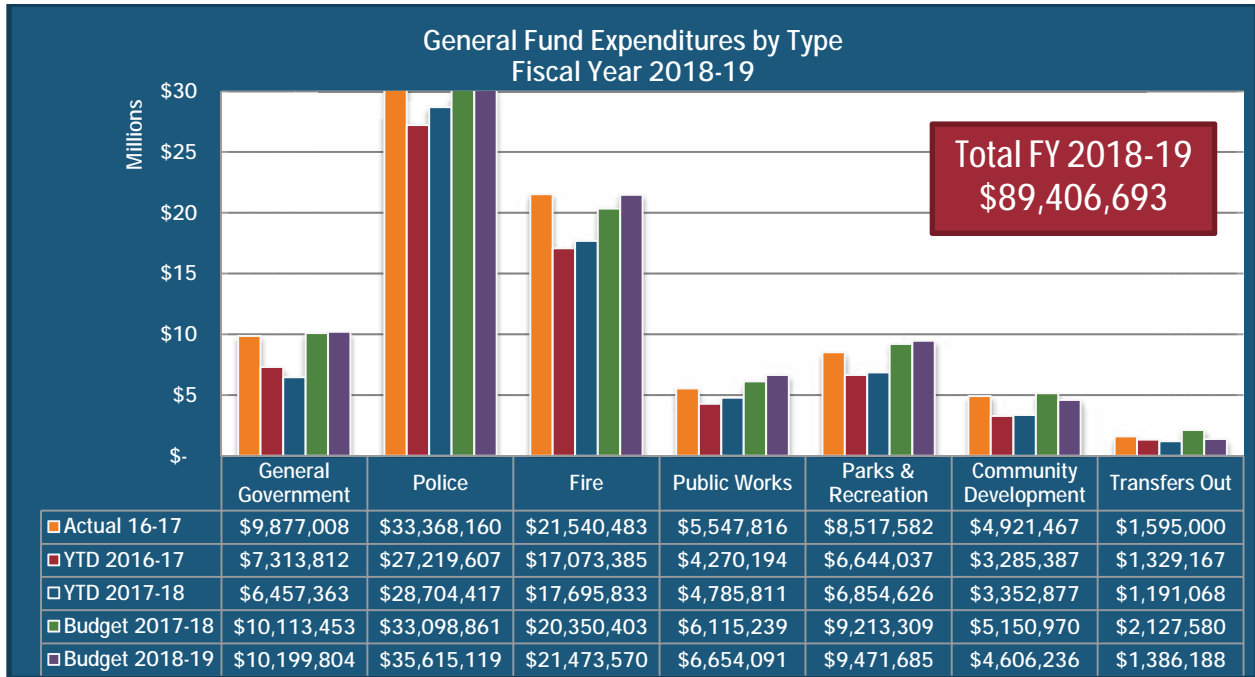
The Council's goals and milestones for this fiscal year, which were affirmed at the annual priorities workshop in January 2018, are largely related to the work associated with \$50 million in lease revenue bond-funded Capital Improvement Projects. An intensive, concurrently-planned, constructed and delivered work program includes the rehabilitation of the City's four fire stations and the police station; remodeling of the City library; ADA improvements in the Civic Theatre, Civic Center, and other city facilities; and \$26 million in recreational, irrigation and infrastructure improvements at City parks. The work is not relegated simply to engineering and public works personnel. These next three years are, quite literally, an all-hands-on-deck requirement for every staff member in the organization as we collectively support the careful planning, accurate accounting, transparent reporting, pervasive community outreach, and the execution of relocation of temporary worksites and personnel redeployment as we strive to provide a continuity of public services during the upheaval. On top of all of this, the City will also under take 54 more roadway resurfacing and reconstruction projects that will bring 54 roadways up from a failing level-of-service, thanks to funding from the County's Measure M and State Senate Bill 1. The budget also includes the 13% (roughly \$2 million) increase in CalPERS required contributions, and increases to the budget for part-time staff due to the State minimum wage increase to \$12/hour beginning January 1, 2019.



Downey Civic Theatre

Other high-profile objectives for the upcoming fiscal year include additional funds to manage the November, 2018 City Council elections; planning studies on subdivisions and residential development standards; implementation of new publicly accessible online services such as crime reporting and ministerial permit applications; the beginning of the implementation of the City's newly-adopted ADA Transition plan through infrastructure projects; implementation of organizational efficiency improvements including web-based scheduling and payroll functions; and efforts related to a Capital Campaign coinciding with the ten-year anniversary of the City's Columbia Memorial Space Center. The City's workload for the next three years is unprecedented, and we look forward to delivering on the projects in which Downey residents have invested their trust and their taxes.

# CITY MANAGER'S TRANSMITTAL LETTER



Proposed General Fund expenditures are \$89,406,693 which is 4.92% higher than last year's General Fund budget. In addition to the new programs and personnel described in the previous section, the budget proposes continued funding for public events such as the International Food Festival, Rooftop Events, Concerts in the Park and Community Tree Lighting, in fulfillment of the Council's Public Engagement goal. The budget addresses the Council's Economic Vibrancy priority through the continued focus on growth in Downtown Downey, facilitation of the reuse of under-used parcels throughout the City, increased revitalization of commercial corridors, and the development of a Specific Plan for the Rancho South Campus and Eco Rapid Transit Station Design. A relatively new work plan in the City, Downey staff will undertake coordinated efforts to address homelessness, taking their direction from Council's adoption of a Homeless Action Plan, and coordinating with local service providers to ensure homeless individuals receive services.

The proposed overall city-wide Fiscal Year 2018-2019 budget for all funds is \$262,021,127 including operational expenditures resulting from the use of Measure S revenues and including infrastructure investments resulting from the expenditure of Measure S bond funds. Overall, this budget is an increase of roughly \$92,837,141 or 54.9% compared to Fiscal Year 2017-2018.

## General Fund Expenditures and Council Priorities

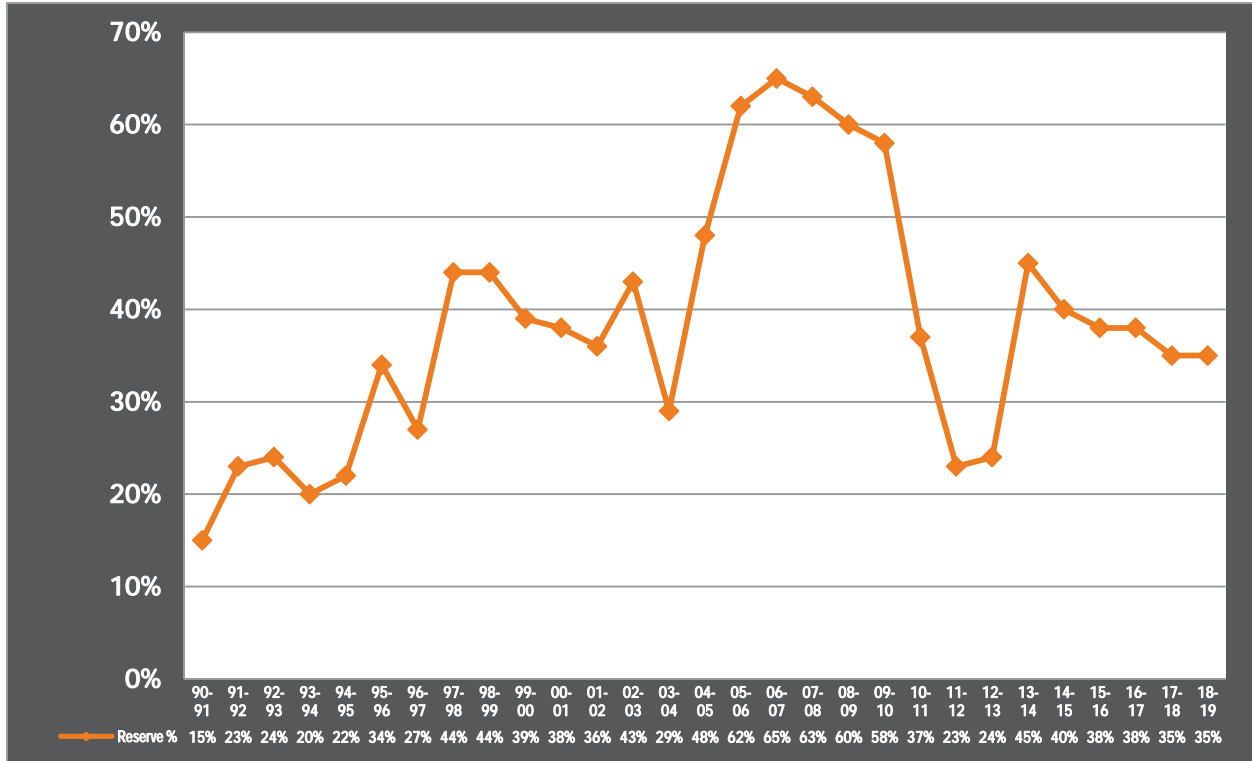
The Fiscal Year 2018-2019 General Fund expenditure budget of \$89,406,693 is funded with Fiscal Year 2018-2019 estimated revenues of \$89,425,536. When developing the budget proposal, the Council has directed that staff continue the high quality programs and operations at the same level of effort from the previous fiscal year, with additional expenditures stemming only from the Measure S related activities and bond-funded construction program. The individual department goals described in each department narrative was confirmed during the City Council's annual goal-setting workshop as supporting the Council's five overarching priority areas. In accordance with the City



# CITY MANAGER'S TRANSMITTAL LETTER

Council's Fiscal Responsibility priority, the budget proposal adheres to the City Council's adopted General Fund and Emergency Fund Reserves Policy requiring a minimum reserve equal to 35% of the average of the last three years of revenues. There are no capital improvement projects or operating costs funded through the General Fund Reserves, which are projected to reach \$30,000,000 by the close of Fiscal Year 2018-2019, well within the adopted reserve level policy.

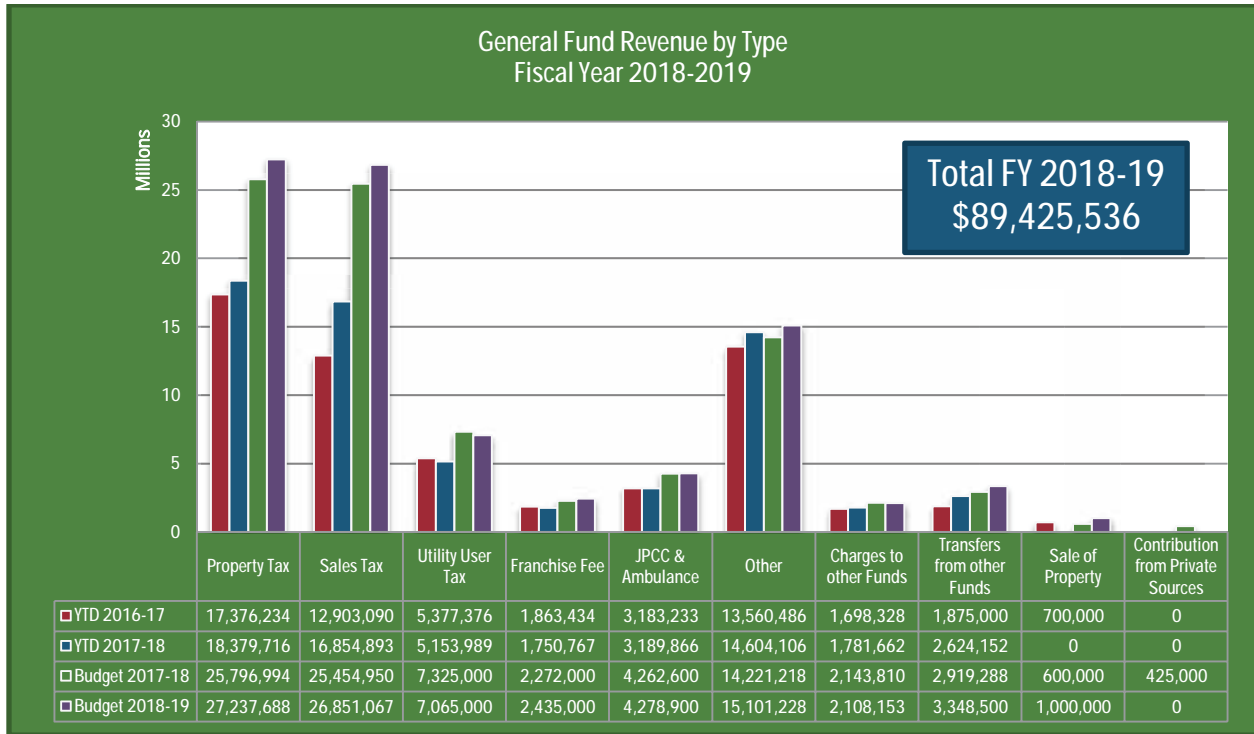
**Reserve Percentage of Operating General Fund**



## Economic Outlook, Revenue Projections and Short-Term Budgetary Outlook

To date, Fiscal Year 2017-2018 revenues are in line with projections and the current year's expenditures are on par with the Fiscal Year 2017-2018 expenditure budget. Overall, Fiscal Year 2018-2019 General Fund Revenue is projected to be 4.92% higher than Fiscal Year 2017-18, an increase of \$4,193,734, of which Measure S accounts the entire increase. Property and sales tax are both expected to maintain normal growth trajectory, after the Great Recession's freefall and the subsequently slow recovery.

# CITY MANAGER'S TRANSMITTAL LETTER



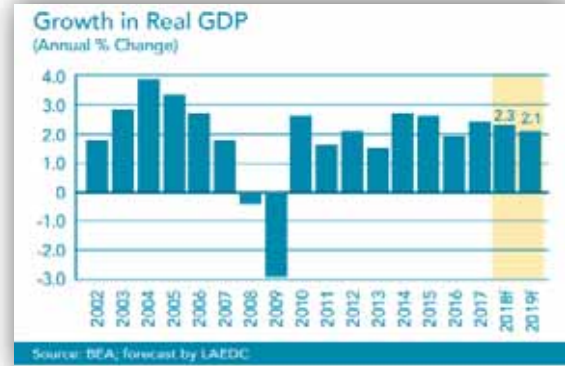
The City's mid-term revenue projections, which extend five years into the future, are outlined in Appendix B, "Forecasting of General Fund Revenues and Expenditures," on an annual basis to responsibly inform operations and planning. Sales tax accounts for 30.1% of the City's revenue stream, while property taxes provide 30.5% of the City's general fund revenue. Both are forecasted to continue minor gains, based upon information provided by the City's tax advisor and regional economic forecasts described in more detail below. Property tax income continues to increase modestly, while the UUT, which the City's voters adjusted in 2014, will continue its stable-but-slightly depressed revenues compared to pre-2014 levels. Revenue from fees is expected to increase roughly \$2 million, as the City has recently completed the first-ever cost allocation plan and user fee study, which showed that the City was substantially under-recovering costs for specialized services. In a separate action at the time of budget adoption, the Council will be asked to consider a gradual increase in fees to ensure that general fund revenues are not used to subsidize specialized services received by businesses and developers, among others. As outlined in the general fund long-range forecast, the indicators continue to suggest a stable job market with continued low unemployment levels and corresponding consumer confidence which increases consumer spending, supporting the sales and use tax revenue estimates.

The previous pages of this transmittal letter have described the substantial investments the City will be making in facilities and infrastructure over the next several years. Unlike previous fiscal years, I am pleased to confirm with this transmittal letter that the City is beginning to address longstanding unmet infrastructure needs. The methods allowing the City to address these infrastructure maintenance, improvement and expansion projects include Downey's Measure S, the County's Measure M, and the 2017 State Senate Bill 1. Measure S will provide \$9,200,000 in new revenue to the City this year, which is allocated for public safety personnel and related safety and community programs, and the debt service of the \$50 million lease revenue bond which is funding the aforementioned improvements. Measure M is an influx of \$1.57 million which is programmed for

# CITY MANAGER'S TRANSMITTAL LETTER

local roadway projects as described in Appendix E, street improvement projects. SB 1 funds provide \$1.8 million for additional local roadway repairs.

In the short term, the Los Angeles Economic Development Council (LAEDC) February 2018 Economic Forecast predicts economic growth of 2.3% in the remainder of 2018 and 2.1% growth in 2019. Because unemployment continues to decline overall, increases in household spending and investment bode well for the local economy and City revenue. But, LAEDC warns that the last time unemployment was this low was the year 2000, just before the first economic recession of the 21<sup>st</sup> century. Given that the economy is reaching an unprecedented 9<sup>th</sup> year of expansion, it stands to reason that a substantial amount of caution should temper government spending, since a downturn is inevitable. Along those lines, the housing market has seen a slight slowdown this spring compared to last year, likely due to an increase in interest rates for the first time since the Great Recession, and to the reduction of the federal income tax deduction on mortgage interest. Because of California State Prop 13, properties are not reassessed at their market values until a change in ownership, so fewer homes changing hands means a flattening out of property tax revenue for the City even if estimates of housing values continue to increase.



Employment gains, particularly in the healthcare and social assistance and leisure and hospitality industries, are good for Downey's medical hubs and retail-lifestyle centers. However, the LAEDC forecasts a slowing in job creation, particularly a slowdown in manufacturing and retail trade, although there are slight increases expected for construction and for leisure and hospitality trades. The largest area for job growth is expected in the health care and social assistance sectors. The upcoming expansion of the Kaiser Hospital in Downey is part of that growth; we anticipate the new hospital tower will contain up to 90 new inpatient beds. Not coincidentally, staff anticipates imminent completion of the Biomedical Overlay Zone Study, which, if adopted by Council, will inform future planning, and medical business recruitment, and will streamline the process for opening and relocating biomedical operations in Downey. It is anticipated that the continued growth of the medical field will increase growth in good-paying medical industry jobs and increase the number of visitors to Downey, which in turn is likely to increase the patronage of local restaurants and retail. The short-term outlook for Downey is aligned with the California economic expectations, continuing GDP growth, continued consumer spending, and potentially increased on local business investment. Overall, the LAEDC was optimistic with regard to the regional economy.

According to the LAEDC, new home construction increased during the past year by 8.9%, matching the strong construction trends seen in Downey, particularly with mid-luxury multifamily housing construction developments such as the near-complete 28-unit Olson Downtown development at 3<sup>rd</sup> Street, the near-completed apartments on 2<sup>nd</sup> Street, the nearly-completed 39 new townhomes at Telegraph and Tweedy in the north end of Downey, and the 24-unit condominium project on Firestone Boulevard near the east end



8117 2nd Street Rendering

# CITY MANAGER'S TRANSMITTAL LETTER

of the City anticipated for completion in December 2018. The 117 unit townhome development from KB Homes is expected to be completed by the close of this next fiscal year as well. As mentioned previously, while property tax revenue projections are increasing slowly, a cooling off of the overall housing market will reduce the rate of changeover and may slow the growth in property tax revenue, if not in this coming fiscal year than in the next.

## Salary and Benefit Expenditures

A city's primary responsibility is to provide services to residents and businesses, which is done through City staff and contracts. There is an expectation that Downey continue to provide services, public safety and an overall quality of life that surpasses surrounding cities. This means recruiting, training, and retaining exceptional personnel. In an era of pension reductions, in a region with more than 100 competing public agencies, attracting highly qualified individuals can be extraordinarily challenging. The City is currently recruiting for new directors of Human Resources and Public Works to fill vacancies left by retirements. It is likely that 3-4 additional senior staff will be eligible for retirement in the next fiscal year. Thus, the City must make a coordinated effort to not only provide mentoring and development opportunities for its current staff, but also continue efforts to make Downey an exceptional place to work, in order to continue recruiting exceptional staff.

Each new staff member in the City enters under either a second-tier or pension reform (PEPRA) retirement formula, which will continue the slow reduction of the City's unfunded pension liability in the next twenty to thirty years. In the meantime, though, as has been the case for the last seven years, the City's contribution rates to CalPERS continue to increase as PERS adjusts its discount rate (the rate of return that CalPERS predicts it will achieve on its investments of public pension funds). The City's contribution for public safety will reach 72% of salaries in the next 5 years, while miscellaneous (non-sworn) employees CalPERS rates will reach a 50% of salaries.

This year, healthcare costs for some of the CalPERS-negotiated healthcare plans increased 8%, triggering provisions in various memorandums of understanding that required staff, for the first time ever, to begin contributing toward their employer-provided healthcare costs. These cost-sharing provisions are also a part of the new, three-year memoranda of understanding approved by the Council during this fiscal year. While this represents new financial pressures on employees, this healthcare cost sharing has become a standard of most employers, and with anticipated future years' healthcare cost increases, it is likely to become a standard in Downey as well.

This budget proposes one new General Fund position, Secretary. In order to offset this addition, two part-time positions will be eliminated in the City Manager and City Clerk's Offices. The Utility Fund will add one Assistant Civil Engineer I position. There will be adjustments to five additional positions that together have a neutral impact to the General Fund, and allocations have been made within department budgets to help offset the costs of these adjustments.

## MISSION

*Proudly committed to continuously improving the quality of life for the Downey community by providing excellent service in a professional, ethical and responsible manner.*

## VALUES

*Integrity*

*Commitment*

*Respect*

*Teamwork*

*Engagement*

*Passion*

*Excellence*

## CITY COUNCIL PRIORITIES

*Fiscal Responsibility*

*Efficiency & Adaptability*

*Economic Vibrancy*

*Quality of Life, Safety and Infrastructure*

*Public Engagement.*

## Additional Budgetary Considerations

The City's General Fund, which provides the resources to operate general fund activities, is not the only responsibility of the City. The City is also responsible for service and program delivery through separately accounted special funds and enterprise funds, as outlined in the full "Summary of Resources and Requirements by Fund." The water fund, through which the provision of potable drinking water and recycled water is provided to more than 23,000 customers, has experienced diminished revenue in recent years due to California's ongoing drought and the requirement that residents and businesses. While sustainable behaviors help to responsibly manage the city's water resources in the long run, the reduction in revenue does put strain on the utility's ability to maintain the nearly 100-year-old infrastructure and refurbish or re-drill drinking water wells. While the Water Fund remains stable for the coming year, the temporary hiatus from water rate increases is truly only temporary. Meanwhile, the Golf Course Fund is no longer reimbursing the General Fund for administration and maintenance costs, and in Fiscal Year 2018-19, the General Fund will absorb \$110,000 in expenses. The Council will need to consider how to address this shortfall and to what extent the Council wishes to subsidize this program under its Quality of Life priority.

## Looking Beyond Fiscal Year 2018-2019

To ensure long-term fiscal viability, the City has made substantial changes to compensation, retirement and healthcare structure; sought federal, state, local and private funding for projects to support our parks, Library, police, fire, water and community development needs; and supported state and federal legislation to increase funding for infrastructure projects. Longstanding infrastructure and maintenance projects will update City facilities and ensure viability for the next 20-30 years, thanks to funds from Downey's Measure S, the County's Measure M, and the State's SB 1. Downey is on a sustainable long-term path in terms of infrastructure state-of-repair. Regional projects such as the installation of a light rail line along the former Pacific Electric right-of-way, the expansion of the Interstate 5 Freeway, the forthcoming redevelopment of the South Rancho Property, and the addition of new park space at South Rancho, are all contributing to a promising economic development and quality of life outlook. Last year's addition of transportation funds and local sales tax dollars have helped to stabilize infrastructure resources over the next twenty to thirty years. The Council continues to judiciously address other long-range concerns, including adjusting Dial-A-Ride and fixed route services to more efficiently allocate transit funds; adopting regional partnerships to address stormwater liability under the federal Clean Water Act and State Water Resources Control Board, and conservatively manage operations so that expenditures do not outpace revenues now or in the inevitable upcoming recession. Judicious savings of revenues are ensuring that the City can provide high quality services, in times of economic expansion and in times of economic



Downey Dial-a-Ride

# CITY MANAGER'S TRANSMITTAL LETTER

uncertainty. However, the upcoming impacts of additional CalPERS increases, unfunded liability, and general employer expenditures are likely to outstrip revenues in the mid-to-long term range. As the City's economic development outlook continues to improve, additional measures, such as a potential updated visitor's tax (transitory occupancy tax) may be helpful, particularly if contemplated hotel developments are likely to come to fruition. Selected, carefully planned and implemented measure such as a TOT increase are not likely to weigh down development and are not revenue measures that impact residents, but are ways that the community can continue to pay for local services, especially as demand increases.

## Conclusion

The Council's difficult but prudent financial decisions since the height of the Great Recession continue to reap rewards through exceptional support for Downey's leaders and trust in Downey's local government. As we prepare for the temporary relocation of fire stations, library services, and recreational services during unprecedented construction projects, we collectively look forward to the substantial improvements to quality of services, safety and infrastructure in our community.



International Food Festival

Respectfully Submitted,

CITY OF DOWNEY

Gilbert A. Livas  
City Manager



**City of Downey**  
California





# Organizational Chart

**Citizens of Downey**

**Charter Boards & Commissions**  
Planning Commission  
Library Advisory Board  
Personnel Advisory Board

**City Council**  
5 Members  
Mayor Elected Annually

**Other Commissions**  
Community Services Commission  
Green Task Force  
Disability Appeals Board  
Keep Downey Beautiful  
Public Works Committee  
Public Facilities Financing Corp  
Water Facilities Corp  
Youth Commission

**City Clerk**  
Maria Alicia Duarte, CMC

**City Manager**  
Gilbert A. Livas

**City Attorney**  
Yvette M. Abich Garcia

**Assistant to the City Manager**  
(Vacant)

**Assistant City Manager**  
John Oskoui

*Columbia Memorial Space Center*

*Community Development*

*Finance & Information Technology*

*Fire*

*Human Resources*

*Parks & Recreation*

*Police*

*Public Works*

**Benjamin Dickow**  
Executive Director & President

**Aldo E. Schindler**  
Director

**Anil H. Gandhi**  
Director

**Mark Gillaspie**  
Fire Chief

**Irma Youssefieh**  
Director

**Pamela Passow**  
Director

**Carl Charles**  
Chief of Police

**Edwin Norris**  
Interim Director

*Library*

*Building/ Safety  
Code Enforcement  
Economic Development  
Housing  
Planning*

*Administration  
Purchasing  
Accounting  
Information Technology  
Risk Management  
Revenue*

*Administration  
Suppression  
Paramedics  
Prevention  
Joint  
Communications*

*Recreation  
Parks  
Theatre  
Social Services  
Golf Course  
Transit  
Cemetery*

*Administration  
Field Operations  
Detectives  
Crossing Guard  
Animal Control*

*Administration  
Engineering  
Utilities  
GIS  
Maintenance  
Streets*



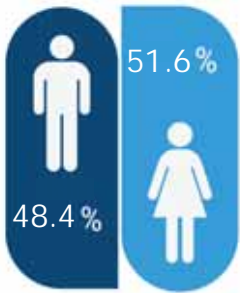
## COMMISSIONS AND COMMITTEES

Title	Chairperson
Independent Citizens' Oversight Board	David Gafin
Green Task Force	Vacant
Disability Appeals Board	Inactive
Keep Downey Beautiful	Barbara Sterling
Library Advisory Board	Betty Monroy
Personnel Advisory Board	Inactive
Planning Commission	Patrick Owens
Public Works Committee	Joan Frey
Public Facilities Financing Corporation	Carlos Galvan Jr.
Recreation and Community Services Commission	Blanca Rochin
Youth Commission	Sydney Herrin
Water Facilities Corporation	Inactive

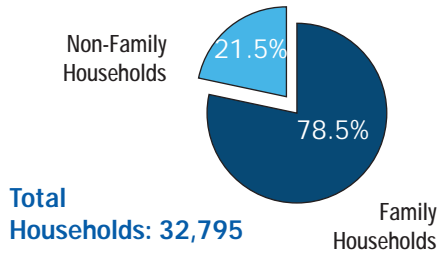
# DOWNEY POPULATION

## 113,223

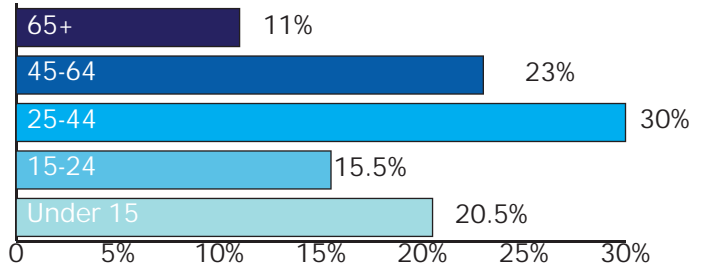
Median Age 34.0 years old



### TYPE OF HOUSEHOLDS



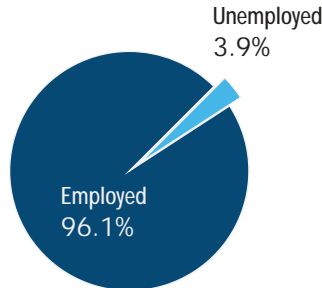
### AGE DISTRIBUTION



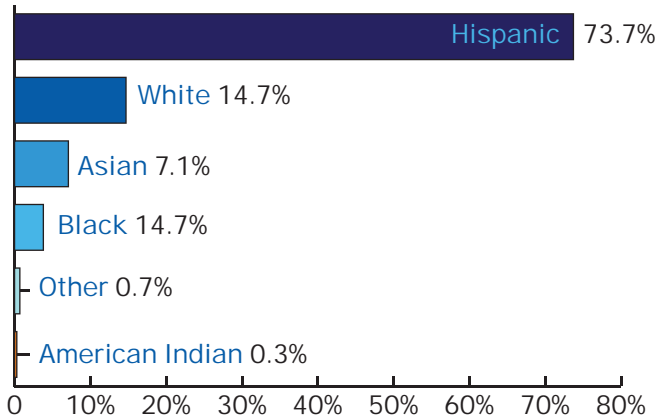
## EMPLOYMENT & ECONOMY

Population 16 and Older: 88,357

Median Household Income \$65,332

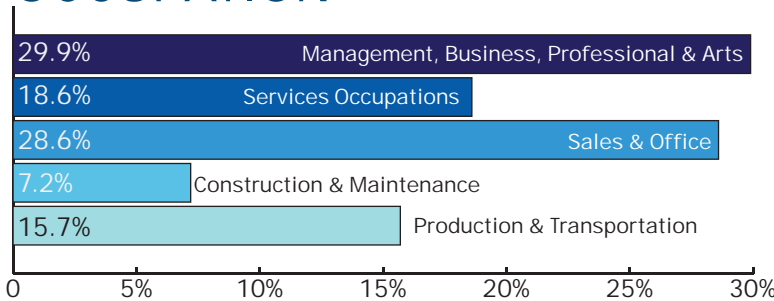


### ETHNICITY

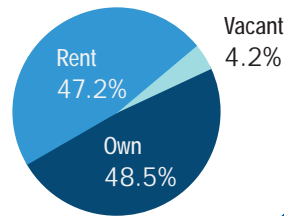


Source: American Fact Finder - 2012-2016 American Community Survey 5-Year Estimates  
Economic Development Department - April 2018

## OCCUPATION



## HOUSING

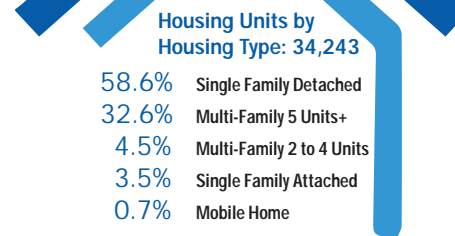


Median Existing Home Sales Price \$576,000



## LARGEST EMPLOYERS

Employer	Number of Employees	Percent of Total Employment
Kaiser Permanente	4,500	8.2%
Downey Unified School District	2,450	4.5%
Stonewood Shopping Center	1,765	3.2%
Office of Education, County of Los Angeles	1,685	3.1%
Rancho Los Amigos Medical Center	1,410	2.6%
PIH Health	1,100	2.0%
City of Downey	833	1.5%
Coca Cola Bottling Company	800	1.5%
County of Los Angeles, Internal Services Dept.	712	1.3%
Lakewood Health Center	314	0.6%



Unless otherwise specified, data source is American Fact Finder 2012-2016 American Community Survey 5-Year Estimates

# FY 2018-2019 Community Profile

## TRANSIT & THE ENVIRONMENT

Downey residents and businesses divert an estimated **4,885.82** tons of recyclables away from landfills in 2017.

Keep Downey Beautiful program; **9** city-wide public clean-up events, **4** smart gardening / composting workshops, and **1** hazardous waste and electronic disposal round-ups per year. Downey hosts **1** Household Hazardous Waste Roundup each year in August and promotes an additional **7** Household Hazardous Waste Roundups each year.

On average **12%** of full time City of Downey employees participate in ride sharing programs with **25%** commuting using low emission vehicles or non-vehicle transportation such as walking, biking or public transportation.

Weekly Farmer's Market that promotes local organic farms and goods.

Downey residents recycled **68.32** tons of Christmas trees in 2017.

## COMMUNITY EVENTS



Over **50** Community Events held in 2017 with overwhelmingly high community participation. Marquee events include:

- \* International Food Festival
- \* City of STEM Science Festival
- \* Rooftop Havana Nights
- \* Family Nights at the Space Center
- \* Dia de los Muertos
- \* Star Wars Science Day
- \* Summer Concerts in the Park
- \* Summer Cyber/ Space Camps
- \* STEAMWorks
- \* Space Expos at Long Beach Comic-Con
- \* National Night Out
- \* Coffee with a Copy
- \* Citizen's Academy
- \* Summer Reading Program
- \* National Literacy Month Celebration
- \* Friends of the Library Holiday Marketplace
- \* Santa Visit Story Time
- \* National Library Week Events

## OTHER AMENITIES

- 1** Public Library **3** Hospitals **12** Parks (**112.05** Acres)
  - 1** Public Swimming Pool open during the summer
  - 4** Summer Camps **3** Walking Trails **1** Skateboard Park
  - 1** Off-leash dog park **12** Tennis Courts **10** Playgrounds
  - 4** Soccer Fields **4** Outdoor Sand Volleyball Courts
  - 5.5** Outdoor Basketball Courts **2** Handball Courts
  - 10** Ball Diamonds **10** Picnic Shelters
  - 3** Activity Rooms (Shelters & Activity Rooms are for public use)
  - 1** Gymnasium; indoor basketball and volleyball courts
  - 1** Community and Senior Center Facility (provides activities, meals and social services)
  - 2** Golf Courses (1 City Operated and 1 County Operated)
  - 2** Public Ponds **2** Access Points to bike route trail heads
  - 1** Civic Theatre **1** Space Science Museum/ Learning Center
  - 1** Cemetery **2** Bocce Ball Courts
  - 2** middle and **9** elementary school ASPIRE after school educational program sites
  - 3** STEAMWorks after school program sites - 1 Middle & 2 Elementary
  - 32,000** Dial-A-Ride trips for seniors and persons with disabilities
  - 157,417** Miles Traveled with **175,000** boardings on the DowneyLINK Fixed Route Transit System
- CITY OF DOWNEY

## EDUCATION

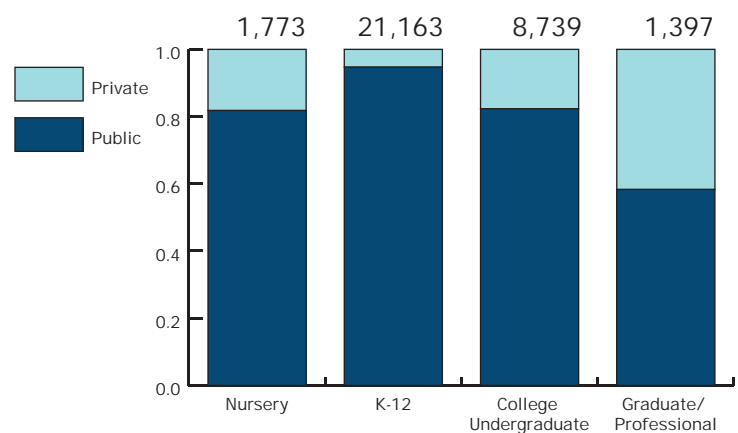
### SCHOOLS IN DOWNEY

- 13** Public Elementary Schools
- 4** Public Middle Schools
- 3** Public High Schools
- 3** WASC - Accredited Private Elementary/ Secondary Schools

Source: Western Association of Schools and Colleges

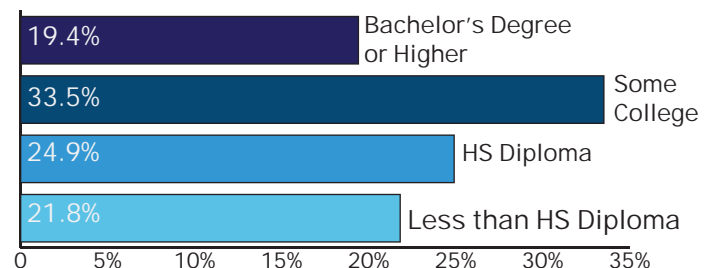
### POPULATION

**3+ Yrs consecutive enrollment in school: 33,072**



## EDUCATIONAL ATTAINMENT

**Population over 25 Years of Age: 85,121**



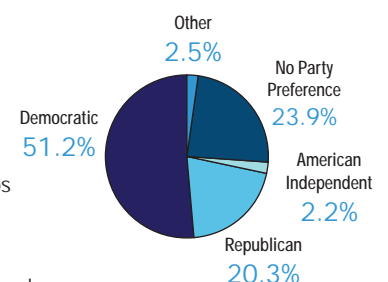
## COMMUNITY ENGAGEMENT

### REGISTERED VOTERS

**City of Downey has 58,093 registered voters**

Downey has approximately **214** Neighborhood Watch Groups

Public Meeting Agendas, supporting documents, and videos of City Council Meetings are at [www.downeyca.org](http://www.downeyca.org)



Source: LA County Registrar/ Recorder

FY 2018-2019 ADOPTED BUDGET



# BUDGET AWARDS

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Downey, California for its annual budget for the fiscal year beginning July 1, 2017. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year and is the fourth consecutive year the City of Downey has been awarded this honor. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

In addition, the California Society of Municipal Finance Officers (CSMFO) awarded the City with the Excellence in Budgeting Award to the City of Downey, California for the third year in a row. This award is designed to recognize those agencies whose budget documents meet certain state-wide standards and requirements considered to be of the highest quality. The Excellence in Budgeting Award represents significant accomplishment by a government and its leadership in meeting high standards and setting an example by encouraging others in their efforts to achieve and maintain an appropriate standard of excellence.



# BUDGET COORDINATORS

The City of Downey acknowledges City staff for their contributions to the FY 2018-19 Budget Document.

This operating Budget has been prepared and completed by the Office of the City Manager and Finance Department and various department budget coordinators.

## Department Budget Coordinators

### City Attorney

Juddy Montenegro

### City Council

Juddy Montenegro  
Monica Delgadillo

### City Manager

Juddy Montenegro

### City Clerk

Alicia Duarte

### Columbia Memorial Space Center

Sandra Valencia  
Sarah Medina

### Community Development

Jessica Flores  
Jose Vasquez  
Kim Sodetani

### Finance

Alvin Lam  
Elisa Gratil  
Francesca Navarro  
Raul Rodriguez  
Janet Benavides

### Fire

Christy Hedden

### Human Resources

James McQueen  
Chelsea Petersen

### Library

Andrew Despres

### Parks and Recreation

Monica Ortiz  
Michelle Jenney  
Heather Nichols

### Police

Brian Baker  
Yvonne Blumberg

### Public Works

Edwin Norris  
Josef Kekula  
Jason Riddle  
Dan Mueller  
Lourdes Vargas  
Ahmed Husain  
Julio Guerrero  
Carol Rowland  
Rebecca Guerrero  
Christina Anderson  
Kris Withrow  
Gigi Rodriguez

## Budget Document Producers

### Office of the City Manager and Finance Department

Anil H. Gandhi  
James Fructuoso  
Shannon DeLong  
Juddy Montenegro  
Maria Rivas  
Isabel Prieto

# BUDGET INTRODUCTION & OVERVIEW

The operating budget of the City of Downey includes citywide information and fund-specific information in addition to department-by-department information. Each fund in the budget is a separate operation of the City, designed to capture the costs of implementing specific goals and objectives. Although the different funds are interrelated, each fund has its own budget with its own expenditures and revenues. Each of these funds are described in more detail below. Their budgets are in the “Budget Summary” tab, which follows this section. The use of Fund Accounting is one of the basic requirements of Generally Accepted Accounting Principles (GAAP) for government and one of the differences between government and commercial accounting. It requires separate record keeping for each individual fund that a government uses.

## General Fund

The City’s General Fund accounts for all general revenues of the City, such as property tax, sales tax, transient occupancy and utility user taxes. These funds are allocated by the City Council for citywide services such as fire, police, public works, community development, parks & recreation, library and administrative services.

## Proprietary Funds

**Enterprise Funds** – Enterprise Funds are used to account for two kinds of operations. One is an operation run in a manner similar to private business enterprises, where costs and expenses are financed or recovered primarily through user charges. The other type of Enterprise Fund is one in which the City has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City operates the Water Utility and the Golf Course as enterprise funds.

**Water Utility Funds** – Water Utility Fund was established to provide water services to the residents of the City. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, capital improvements, maintenance, and billing and collection.

**Golf Course Fund** – The Golf Course Fund is used to account for all revenues and expenses related to the City operated golf course, driving range, pro shop, restaurant and event center.

**Internal Service Funds** – The Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments of the City on a cost-reimbursement basis.

**Equipment Replacement Fund** – The Equipment Replacement Fund was established to finance and account for the replacement of equipment used by City departments on a cost reimbursement basis.

# BUDGET INTRODUCTION & OVERVIEW

## Special Revenue and Grant Funds

The City has a number of special revenue funds that account for revenues that are designated for specific purposes. Hence, these revenues are restricted and may not be expended for any general government purpose. These funds include grants; federal funds such as HOME and Community Development Block Grants (CDBG); gas tax, air quality and waste reduction funds from the State; special assessments such as street lighting and sewer and storm drain funds; and the Columbia Memorial Space Science Learning Center Fund.

**Grants Fund** - This fund accounts for revenues and expenditures of various grants the City receives which are restricted for a specific grant purpose.

**Proposition "A" Fund** - This revenue is derived from a L.A. County voter approved a ½ cent sales tax. These funds are used to support the City's Transit Program. The Transit Program provides Dial-A-Ride, shared curb-to-curb services for senior citizens 65 years and older and/or those that are disabled. The City also provides DowneyLink, a fixed route bus service that offers four routes.

**Proposition "C" Fund** – Like Prop A, Prop C, revenue is derived from a county voter approved ½ cent sales tax. The expenditures for this fund must be related to transit programs, which may include street improvement projects.

**Measure "R" Fund** - This revenue is derived from a County voter approved sales tax to meet the transportation needs of the County of Los Angeles. The expenditures for this fund must be related to transportation projects and programs, such as roadway repairs, traffic signal synchronization and pedestrian walk ways and paths.

**Measure "S" – 2017 Lease Revenue Bond** – The City's public financing authority approved the issuance of \$50 million in lease revenue bonds, to be repaid over the course of 20 years with revenues derived from the approval of Measure S. In accordance with the City's responsible fiscal policies, the lease revenue bond comprised of 50% of Measure S revenues is a long term debt that is programmed for significant infrastructure improvements. The bond funds will not be used for current operations. The other 50% of Measure S revenues are programmed for public safety enhancements, primarily safety personnel.

**Measure "S" Sales Tax Fund** – This revenue is derived from an increase of ½ percent to the transactions and use tax, approved by 63% of Downey voters in November 2016, and went into effect on April 1, 2017. The expenditures for this fund must be related to public safety personnel costs, public safety equipment, parks and facilities improvements. The Measure expires in 20 years and cannot be renewed without voter approval.

**Measure "M" Fund** – This revenue is derived from a County voter approved sales tax to meet the transportation needs of the County of Los Angeles. The expenditures for this fund must be related to transportation projects and programs, such as roadway repairs, traffic signal synchronization and pedestrian walk ways and paths. Measure M increases to 1% once Measure R expires in 2039.

**SB1 Fund** – This revenue is known as the Road Repair and Accountability Act of 2017 and is a motor vehicle fuel tax enacted to address basic road maintenance, rehabilitation, and critical safety needs on state highway and local streets and road system. Taxes and fees received by City will be deposited into a newly created Road Maintenance and Rehabilitation Account (RMRA) Fund.



# BUDGET INTRODUCTION & OVERVIEW

**Gas Tax Fund** - Street and Highway Code sections 2106, 2107 and 2107.5 provide apportionment of certain monies from the State Highway Fund between the cities and counties; the City shares in proportion to its population. These funds must be used exclusively for the purposes of extensive maintenance, right-of-way acquisition, or construction of streets that are major thoroughfares or collector streets.

**Air Quality Improvement Fund** - Assembly Bill 2766 authorized a fee on motor vehicle registrations to fund programs to reduce mobile source air pollution. The South Coast Air Quality Management District (AQMD) administers the program, which distributes forty cents of every dollar collected to cities based on population. Additional grant funds may also be available from AQMD.

**Waste Reduction Fund** – This fund is used to account for monies collected pursuant to AB 939 and used to pay for recycling and other waste reduction programs. Under this program, the City must reduce the amount of trash that is hauled to sanitation by 50%.

**Street Lighting Fund** – This fund is used to account for the property taxes and assessments levied on real property located within the City’s Street Lighting District. The revenues in this fund are used to pay for the electric and other costs associated with the street lights, traffic signals and street trees.

**Sewer and Storm Drain Fund** – This fund is used to account for charges collected for the upkeep of sanitary sewers and federally required drainage upkeep programs.

**CATV Public Access Fund** - This fund is used to account for revenues received from the City’s cable TV franchise company pursuant to the franchise agreements.

**CDBG Fund** – The CDBG fund is required by federal regulations to account for the use of grant funds received from the federal government. Other revenues in this fund are reimbursements of loans to beneficiaries of a particular housing program or the sale of real property in the furtherance of block grant programs. All such other revenues are “program income” and are considered to be federal revenues.

**Columbia Memorial Space Learning Center Foundation Fund** – This fund is used to account for the programs and operations of the Columbia Memorial Space Center.

**Housing Authority Special Revenue Fund** – This fund is used to account for revenues generated by housing assets received from former redevelopment agency and associated expenditures to be used for increasing or improving low and moderate income housing.

**HOME Special Revenue Fund** – This fund is used to account for the operations of the HOME Investment Partnership Program. Major sources of revenues are repayments received on rehabilitation loans.

## Agency Funds

Agency Funds are used to account for assets held by the City which has custodial responsibility for those assets. This fund accounts for the financial transactions of the Downey Cemetery District.

Budget Introduction & Overview  
Summary of Resources & Requirements by Fund  
Overall Fiscal Year Budget  
Authorized Summary of Full Time Staff



# BUDGET SUMMARY



# BUDGET INTRODUCTION & OVERVIEW

## Department and Enterprise Fund Information

The budget document includes the following information for each department:

- Department Overview including organizational chart, graphs and charts summarizing expenditures per division within the department and a brief department description
- Accomplishments describe the prior Fiscal Year accomplishments and performance indicators organized according to the established City Council priorities
- FY 2018-19 Department and Council Goals and Objectives organized according to established Council priorities
- Department budget summary charts and graphs by type of expenditure, by division and by fund
- Division Budget Summary charts outlining expenditures for personnel, operations, contract services and indirect costs
- Division Sections with division organizational charts, summary of full time positions, narrative description of the division purpose, division performance measures, budget narrative, budget summary and detail regarding contractual and professional expenditures

# BUDGET INTRODUCTION & OVERVIEW

## Budgetary Basis

The budgeting (accounting and reporting) policies of the City conform to Generally Accepted Accounting Principles (GAAP) applicable to state and local governments. These principles include standards prescribed by the Governmental Accounting Standards Board (GASB) which includes the statements and interpretations of the National Council on Governmental Accounting and the principles prescribed by the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Governments. The budget differs from the annual financial reports issued by the City in two ways: The budget does not show depreciation expense, and it does not show the value of employee leave balances, in keeping with traditional municipal budgetary conventions. These expenses are, however, reported in the Comprehensive Annual Financial Report (CAFR).

## Fund Structure and Accounting Basis

Downey's accounting systems are organized on a fund basis. Each fund organizes and accounts for segregated resources to carry out specific activities or attain certain objectives in accordance with regulations and limitations. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording assets, liabilities, fund equity, revenues and expenditures.

The basis of accounting refers to the timing when revenues and expenditures are reported in financial statements. There are three broad categories of governmental funds: Governmental, Proprietary, and Other. The following describes the City of Downey's basis for accounting for each of the funds, which is the same basis used for the City's annual financial reports (CAFR).

**Governmental Funds:** In Downey, governmental funds are General, Special Revenue & Grants, Capital Improvement and Debt Service. For these funds, Downey uses the modified accrual basis of accounting; under this method revenues are recognized when they become both measurable and available. Expenditures are generally recognized when they are incurred except for long-term debts.

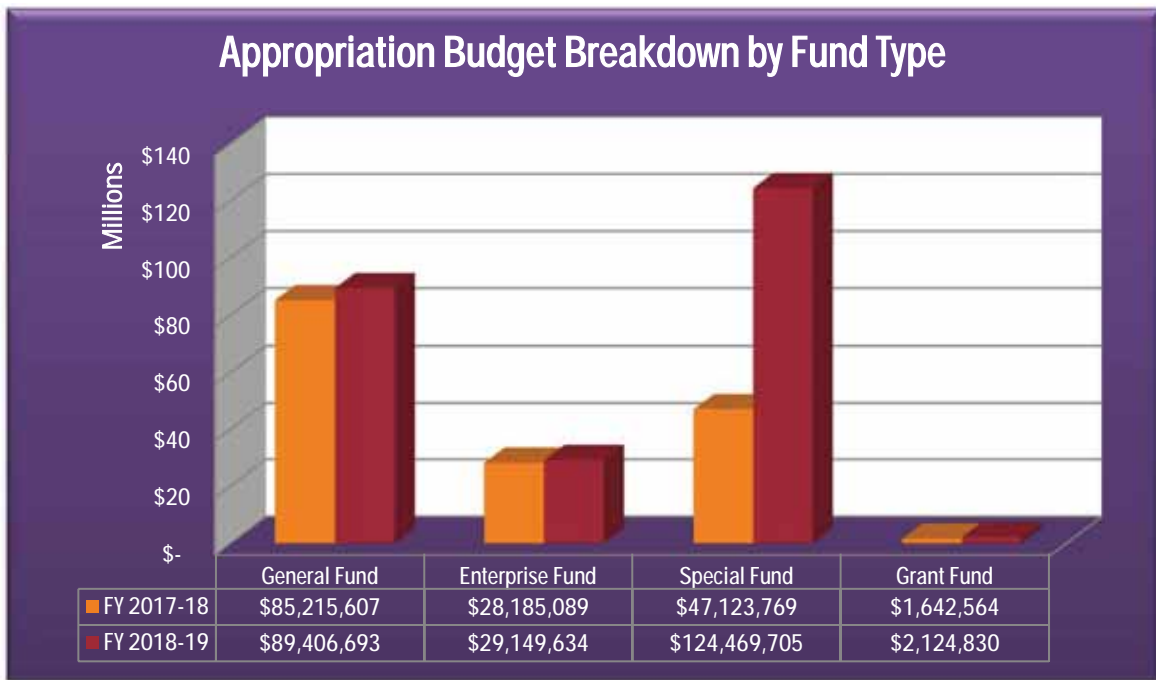
**Proprietary Funds:** Proprietary funds, which in Downey consists of Enterprise Funds, are funds that account for the City's business-type activities. Proprietary funds are reported the full accrual basis of accounting, wherein revenues are recorded when earned and expenses are recorded at the time the liability is incurred.

**Other Funds:** these are other funds, such as Internal Service and Fiduciary Funds. Internal Service Funds account for activities provided within the City such as liability insurance, equipment replacement, employee benefits and facility rental. Internal Service Funds use a modified accrual basis. Fiduciary funds are private trust and agency funds. These funds have no measurement focus and use accrual basis to record assets and liabilities. The City budget process does not include fiduciary funds.

# BUDGET INTRODUCTION & OVERVIEW

The City of Downey's different funds are interrelated. The relationship between each fund and the functions of the City is summarized in the table below.

Classification	Fund Type	Budget Appropriation	Funds	Administration	Community Development	Finance	Fire	Parks & Recreation	Police	Public Works
Major	Governmental	Annual	General and Reserve Funds	✓	✓	✓	✓	✓	✓	✓
Major	Governmental	Annual	Special Revenue and Capital Funds	✓				✓		✓
Non-Major	Special Revenue	Annual	Grant Funds				✓	✓	✓	✓
Business Type	Proprietary	Annual	Enterprise Funds	✓		✓		✓		✓
Major	Special Revenue	Annual	Successor Agencies		✓					
Business Type	Proprietary	Annual	Internal Service Funds				✓	✓	✓	✓



The following pages provide the overall summary of resources and requirements by fund for the Fiscal Year 2018-19, and then a more detailed picture of the overall budget by category, then by department expenditure, by type and by fund.



**City of Downey**  
California



# Summary of Resources and Requirements by Fund

Fund No.	Fund	Estimated Beginning Balance July 1, 2018	Estimated Revenues	Transfers from Other Funds	Total Resources Available
<b>General and Reserve Funds</b>					
10	General Fund	\$ 29,994,634	\$ 86,077,036	\$ 3,348,500	\$ 119,420,170
10	General Fund - Restricted	\$ 5,316,150			\$ 5,316,150
<b>Sub Total</b>		<b>\$ 35,310,784</b>	<b>\$ 86,077,036</b>	<b>\$ 3,348,500</b>	<b>\$ 124,736,320</b>
65	Civic Center	339,282	1,350,000		1,689,282
76	Liability Insurance	1,229,769	2,132,860		3,362,629
<b>Sub Total</b>		<b>\$ 1,569,051</b>	<b>\$ 3,482,860</b>	<b>\$ -</b>	<b>\$ 5,051,911</b>
<b>Special Revenue and Capital Funds</b>					
13	Fire Dept. Haz Material	\$ -	\$ 160,000		\$ 160,000
20	Waste Management	336,561	415,500		752,061
22	Air Quality	370,900	149,000		519,900
23	Street Lighting	32,348	1,970,472		2,002,820
24	Learning Center	552,742	241,700	852,500	1,646,942
25	TDA Article III	-	70,000		70,000
26	Grants	-	43,734,980		43,734,980
30	Gas Tax	449,463	2,865,235	344,188	3,658,886
32	State - SB1	1,354,877	1,890,300		3,245,177
33	Sales Tax - "MEAS. S"	50,000,000	25,000		50,025,000
34	NASA Infrastructure	236,847	2,000		238,847
35	Measure S - Sales Tax	3,287,778	7,600,000		10,887,778
38	Vehicle Impact	1,336,142	1,595,000		2,931,142
40	Capital Projects	1,210,667	-	-	1,210,667
55	Transit - "PROP. A"	436,192	2,287,006	1,000,000	3,723,198
54	Transit - "PROP. C"	784,469	1,853,072		2,637,541
56	Transit - "MEAS. R"	1,471,834	1,396,083		2,867,917
57	Transit - "MEAS. M"	748,935	1,570,861		2,319,796
72	Sewer & Storm Drain	3,635,481	1,370,100	1,135,250	6,140,831
77	Public Access	590,283	110,000		700,283
78	Asset Forfeiture	38,854	254,000		292,854
<b>Sub Total</b>		<b>\$ 66,874,373</b>	<b>\$ 69,560,309</b>	<b>\$ 3,331,938</b>	<b>\$ 139,766,620</b>
<b>Grant Funds</b>					
28	CDBG	\$ 225,922	\$ 1,374,829		\$ 1,600,751
29	Federal Home Program	410,370	803,110		1,213,480
<b>Sub Total</b>		<b>\$ 636,292</b>	<b>\$ 2,177,939</b>	<b>\$ -</b>	<b>\$ 2,814,231</b>
<b>Enterprise Funds</b>					
51	Water Fund	\$ 14,843,245	\$ 15,358,200		\$ 30,201,445
52	Golf Course Fund	1,915,051	2,876,500	110,000	4,901,551
<b>Sub Total</b>		<b>\$ 16,758,296</b>	<b>\$ 18,234,700</b>	<b>\$ 110,000</b>	<b>\$ 35,102,996</b>
<b>Successor Agencies</b>					
91	Red. Oblig. Retirement	\$ -	\$ 1,901,591		\$ 1,901,591
84	Housing	194,226	10,000	-	204,226
93	CRA Debt Service	-	35,000	1,647,091	1,682,091
<b>Sub Total</b>		<b>194,226</b>	<b>1,946,591</b>	<b>1,647,091</b>	<b>3,787,908</b>
<b>TOTAL CITY BUDGET</b>		<b>\$ 121,343,022</b>	<b>\$ 181,479,435</b>	<b>\$ 8,437,529</b>	<b>\$ 311,259,986</b>
<b>Internal Service Funds</b>					
61	Employee Benefit Fund	\$ 11,041,663	\$ 1,451,100	\$ -	\$ 12,492,763
62	Equipment Fund	1,663,871	5,608,590	79,500	7,351,961
<b>Total Internal Service Funds</b>		<b>12,705,534</b>	<b>7,059,690</b>	<b>79,500</b>	<b>19,844,724</b>
<b>Grand Total</b>		<b>\$ 134,048,556</b>	<b>\$ 188,539,125</b>	<b>\$ 8,517,029</b>	<b>\$ 331,104,710</b>



# June 30, 2019

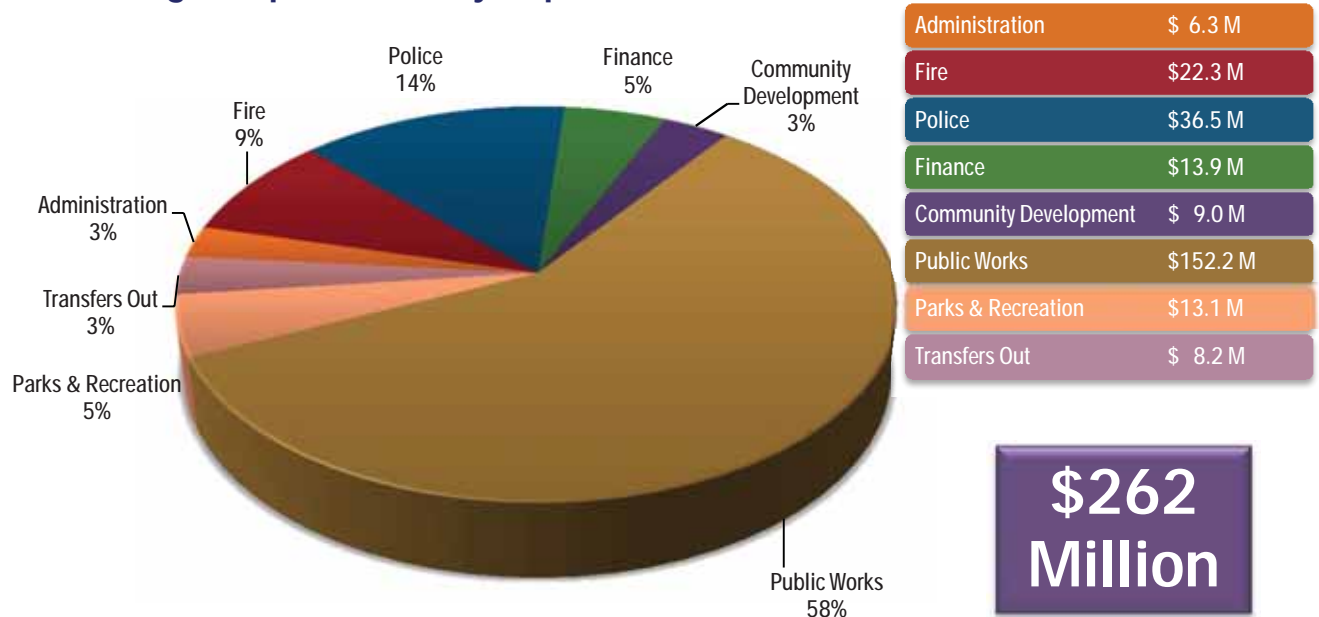
Operating Expenditures	Equipment	Capital Projects	Transfers to Other Funds	Total Requirements	Fund	
General and Reserve Funds						
\$ 87,996,505	\$ 24,000		\$ 1,386,188	\$ 89,116,693	\$ 30,303,477	General Fund
			\$ 290,000	\$ 290,000	\$ 5,026,150	
\$ 87,996,505	\$ 24,000	\$ -	\$ 1,676,188	\$ 89,406,693	\$ 35,329,627	SUB TOTAL
				1,359,948	329,334	Civic Center
				1,437,041	1,925,588	Liability Insurance
\$ 2,796,989	\$ -	\$ -	\$ -	\$ 2,796,989	\$ 2,254,922	SUB TOTAL
Special Revenue and Capital Funds						
			\$ 160,000	\$ 160,000	\$ -	
	666,574			666,574	85,487	Waste Management
	120,883	49,400		170,283	349,617	Air Quality
	1,862,339	100,000		1,962,339	40,481	Street Lighting
	1,094,169			1,094,169	552,773	Learning Center
		70,000		70,000	-	TDA Article III
		43,734,980		43,734,980	-	Grants
		1,509,974	2,148,912	3,658,886	-	Gas Tax
		2,240,621	-	2,240,621	1,004,556	SB1
		50,000,000		50,000,000	25,000	Measure S
				-	238,847	NASA Infrastructure
		9,581,087		9,581,087	1,306,691	Measure S - Sales Tax
		2,153,000	344,188	2,497,188	433,954	Vehicle Impact
		600,795		600,795	609,872	Capital Projects
	3,156,922	-		3,156,922	566,276	Transit - "PROP. A"
	41,695	1,592,337	1,000,000	2,634,032	3,509	Transit - "PROP. C"
	22,509	2,130,000		2,152,509	715,408	Transit - "MEAS. R"
		1,579,237		1,579,237	740,559	Transit - "MEAS. R"
	2,241,190	-	1,500,000	3,741,190	2,399,641	Sewer & Storm Drain
				-	700,283	Public Access
	253,893			253,893	38,961	Asset Forfeiture
\$ 9,460,174	\$ -	\$ 116,841,431	\$ 3,653,100	\$ 129,954,705	\$ 9,811,915	SUB TOTAL
Grant Funds						
\$ 1,136,410			\$ 165,650	\$ 1,302,060	\$ 298,691	CDBG
				822,770	390,710	Federal Home Program
\$ 1,959,180	\$ -	\$ -	\$ 165,650	\$ 2,124,830	\$ 689,401	SUB TOTAL
Enterprise Funds						
\$ 13,501,297	\$ 9,500	\$ 11,275,000	\$ 1,375,000	\$ 26,160,797	\$ 4,040,648	Water Fund
				2,988,837	1,912,714	Golf Course Fund
\$ 16,490,134	\$ 9,500	\$ 11,275,000	\$ 1,375,000	\$ 29,149,634	\$ 5,953,362	SUB TOTAL
Successor Agencies						
\$ 254,500			\$ 1,647,091	\$ 1,901,591	\$ -	Red. Oblig. Retirement
	6,800			6,800	197,426	Housing
	1,647,091			1,647,091	35,000	CRA Debt Service
\$ 1,908,391	\$ -	\$ -	\$ 1,647,091	\$ 3,555,482	\$ 232,426	SUB TOTAL
\$ 120,611,373	\$ 33,500	\$ 128,116,431	\$ 8,517,029	\$ 256,988,333	\$ 54,271,653	Total City Budget
Internal Service Funds						
\$ 2,384,600				\$ 2,384,600	\$ 10,108,163	Employee Benefit Fund
	2,563,694	84,500		2,648,194	4,703,767	Equipment Fund
\$ 4,948,294	\$ 84,500	\$ -	\$ -	\$ 5,032,794	\$ 14,811,930	Total Internal Services
\$ 125,559,667	\$ 118,000	\$ 128,116,431	\$ 8,517,029	\$ 262,021,127	\$ 69,083,583	Grand Total

# BUDGET SUMMARY

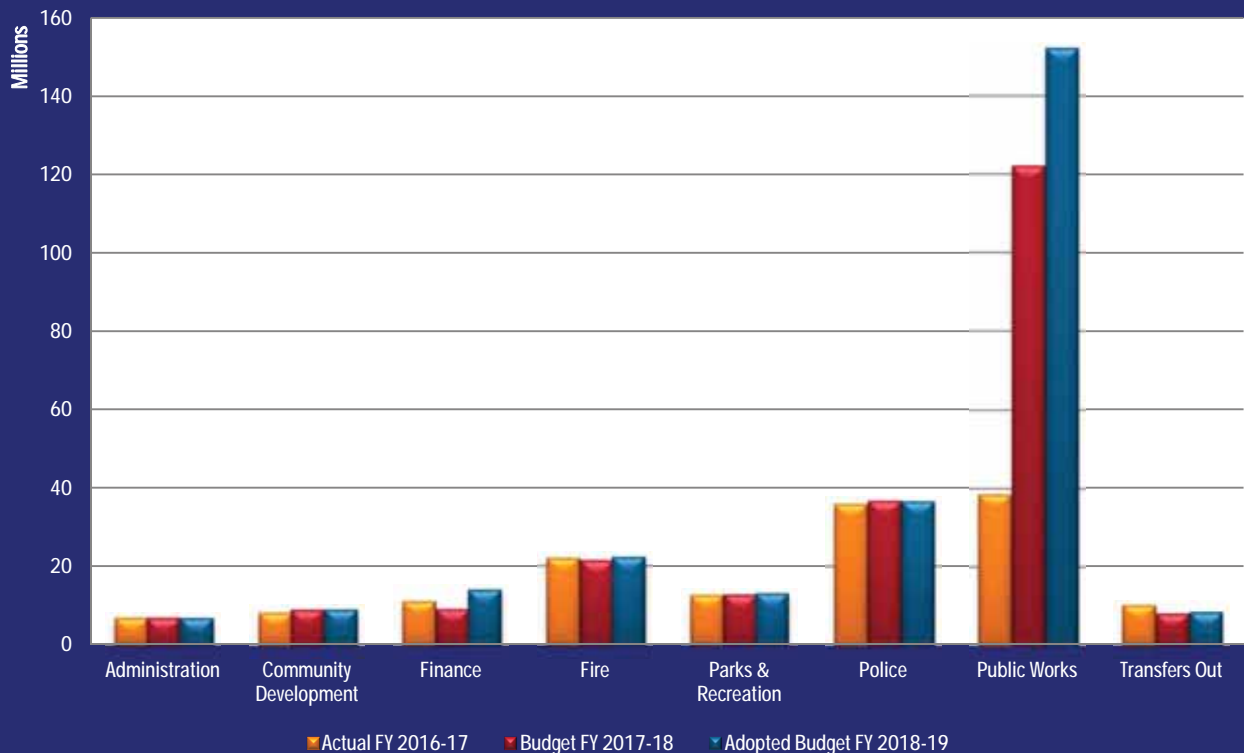
## All Fund Expenditures

### Overall Fiscal Year Budget 2018-19

#### Total Budget Expenditures by Department



#### 3 Year Trend - Total Budget Expenditures

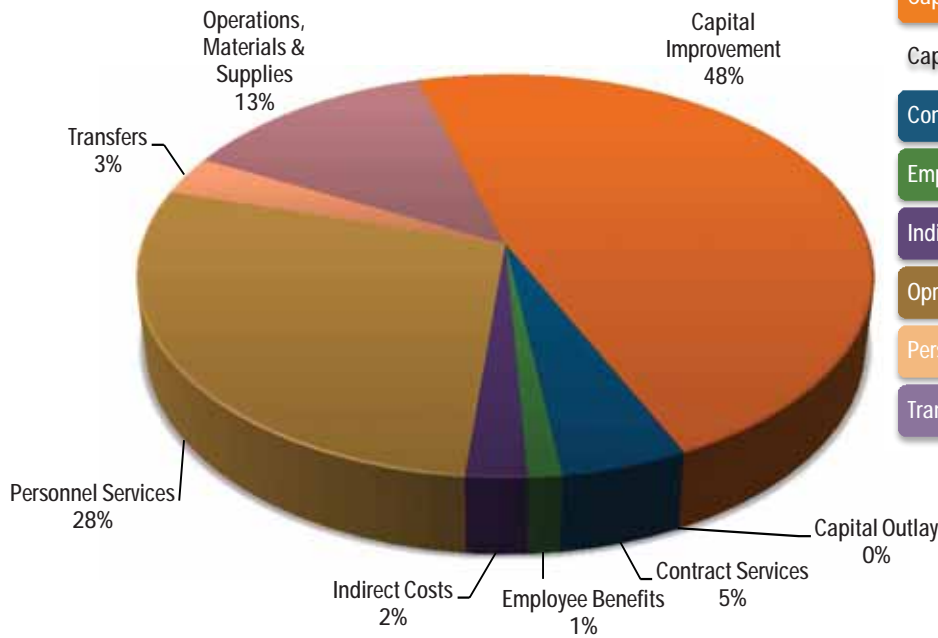


# BUDGET SUMMARY

## All Fund Expenditures

### Overall Fiscal Year Budget 2018-19

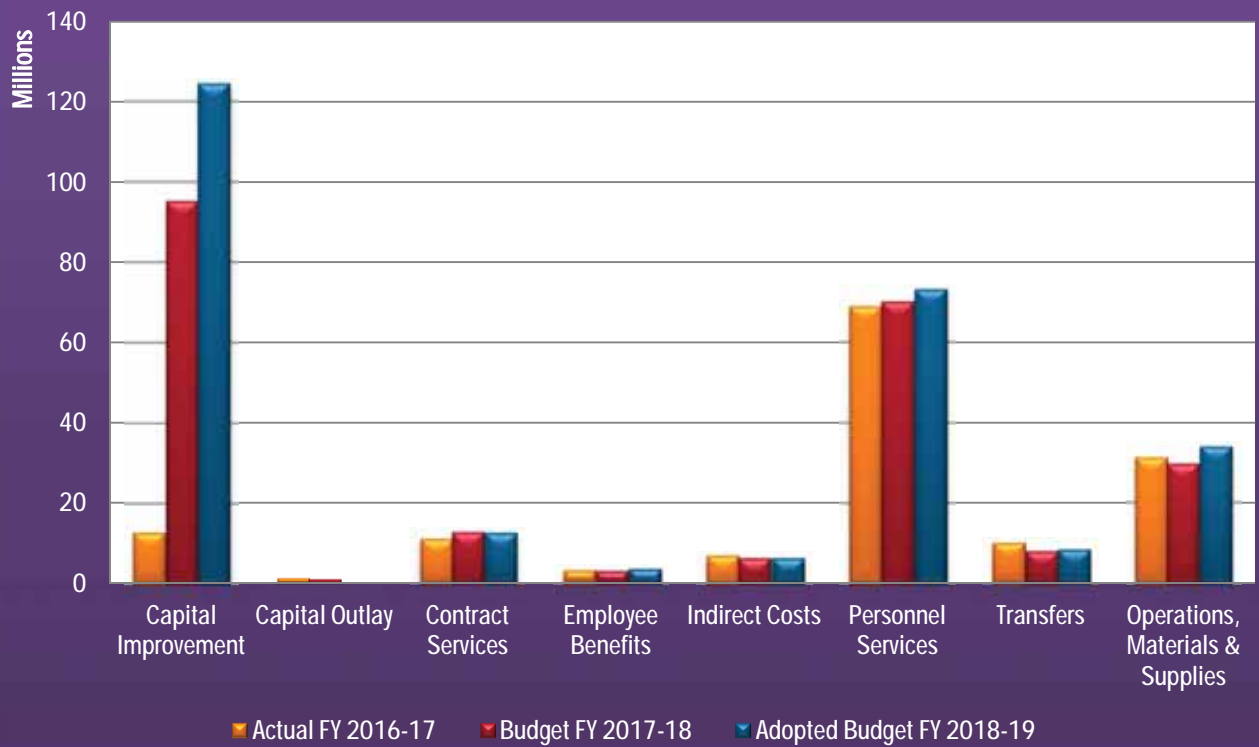
#### Total Budget Expenditures by Type



Capital Improvement	\$125 M
Capital Outlay	\$0.04 M
Contractual Services	\$12.5 M
Employee Benefits	\$ 3.3 M
Indirect Costs	\$ 6.0 M
Opr, Mat'ls & Supplies	\$33.9 M
Personnel Services	\$73.2 M
Transfers	\$ 8.2 M

**\$262 Million**

#### 3 Year Trend - Total Budget Expenditures





## BUDGET SUMMARY

### All Fund Expenditures

### Overall Fiscal Year Budget 2018-19

By Type	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	63,352,509	69,008,630	70,194,277	65,036,946	73,238,899
Operations, Materials & Supplies	30,067,703	31,273,243	29,719,289	23,457,154	33,983,374
Indirect Costs	5,559,463	6,697,174	6,081,215	6,832,960	6,087,849
Employee Benefits	3,056,419	3,039,274	2,893,790	1,511,347	3,374,950
Contract Services	10,395,683	11,022,377	12,699,548	11,250,122	12,527,417
Capital Outlay	586,687	1,099,289	863,679	683,060	46,265
Capital Improvement	16,391,517	12,814,718	95,337,812	9,644,683	124,535,344
Transfers	11,398,461	9,941,989	7,812,199	6,668,070	8,227,029
<b>Grand Total</b>	<b>\$ 140,808,441</b>	<b>\$ 144,896,693</b>	<b>\$ 225,601,809</b>	<b>\$ 125,084,343</b>	<b>\$ 262,021,127</b>

By Department	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Administration	6,286,342	6,767,013	6,760,408	5,437,427	6,710,580
Community Development	8,981,032	8,200,570	9,011,154	7,203,615	9,028,420
Finance	8,840,625	10,930,464	9,007,321	9,360,690	13,929,454
Fire	19,691,182	22,026,141	21,456,983	19,993,084	22,312,598
Parks & Recreation	11,957,088	12,671,909	12,752,452	10,452,868	13,084,905
Police	32,878,390	35,756,267	36,585,247	33,793,473	36,459,012
Public Works	40,775,322	38,602,339	122,216,044	32,175,115	152,269,129
Transfers Out	11,398,461	9,941,989	7,812,199	6,668,070	8,227,029
<b>Grand Total</b>	<b>\$ 140,808,441</b>	<b>\$ 144,896,693</b>	<b>\$ 225,601,809</b>	<b>\$ 125,084,343</b>	<b>\$ 262,021,127</b>



**City of Downey**  
California



# BUDGET SUMMARY

## All Fund Expenditures

### Overall Fiscal Year Budget 2018-19

By Fund	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
10 - General Fund	77,702,638	83,772,516	84,042,235	75,402,795	88,020,505
11 - Federal Police Grant	27,028	292,107	330,000	209,175	-
13 - Fire - Hazardous Materials Program	-	-	-	110,804	-
14 - Federal Fire Grant	34,538	14,440	189,882	23,275	-
20 - Waste Reduction	595,408	576,046	656,800	572,486	666,574
22 - Air Quality	288,285	325,125	196,669	106,495	170,283
23 - Street Lighting	2,015,160	2,003,673	2,514,467	2,188,905	1,962,339
24 - Learning Center	983,431	1,022,237	1,027,004	939,995	1,094,169
25 - Article III	70,000	31,250	74,000	1,986	70,000
26 - CIP Grant Fund	9,092,984	7,445,516	21,194,501	1,521,371	43,734,980
28 - CDBG	718,488	993,165	1,226,512	2,127,228	1,136,410
29 - HOME	1,337,634	262,601	1,459,746	566,261	822,770
30 - State Gas Tax	-	737,359	1,282,800	690,233	1,509,974
31 - LSTA Grant Fund	-	60,475	-	-	-
32 - SB1 Transportation Fund	-	-	954,812	58,635	2,240,621
33 - Measure S - 2017 LRB	-	-	50,497,075	602,029	50,000,000
35 - Measure S Sales Tax	-	-	2,064,363	1,547,158	9,581,087
38 - Vehicle Impact	-	777	2,260,765	1,147,177	2,153,000
40 - Capital Project	3,346,914	856,987	1,465,112	504,477	600,795
51 - Water Utility	10,590,199	11,265,924	23,965,419	13,333,840	24,785,797
52 - Golf Course	2,659,526	2,782,467	2,941,391	2,170,012	2,988,837
54 - Transit (Prop C)	1,412,864	400,067	967,368	873,728	1,634,032
55 - Transit (Prop A)	3,098,731	3,189,318	2,969,945	2,364,449	3,156,922
56 - Transit (Measure R)	1,707,459	1,552,051	2,122,821	964,010	2,152,509
57 - Transit (Measure M)	-	-	1,337,000	330,693	1,579,237
61 - Employee Benefits	1,583,622	2,427,930	-	2,641,545	2,384,600
62 - Equipment	3,282,288	3,673,013	2,602,237	2,026,094	2,648,194
65 - Civic Center Maintenance	1,250,266	1,269,355	1,382,162	1,254,666	1,359,948
70 - Southeast Water Coalition	-	69,951	110,600	36,518	-
72 - Sewer & Storm Drain	2,447,687	3,946,325	4,310,061	1,861,067	3,741,190
73 - Special Deposits	500	-	-	-	-
76 - Liability Insurance	1,059,872	2,047,082	1,432,851	1,457,576	1,437,041
78 - Asset Forfeiture	1,745,827	1,498,890	1,241,386	427,849	253,893
84 - Successor Agency - Housing	67,005	6,446	85,045	27,030	6,800
91 - Redevelopment Agency	250,450	281,000	254,500	154,500	254,500
93 - CRA Debt Service	2,041,176	2,150,610	630,081	172,208	1,647,091
<b>Grand Total</b>	<b>\$ 129,409,980</b>	<b>\$ 134,954,704</b>	<b>\$ 217,789,610</b>	<b>\$ 118,416,273</b>	<b>\$ 253,794,098</b>



## BUDGET SUMMARY

### All Fund Expenditures

### Overall Fiscal Year Budget 2018-19

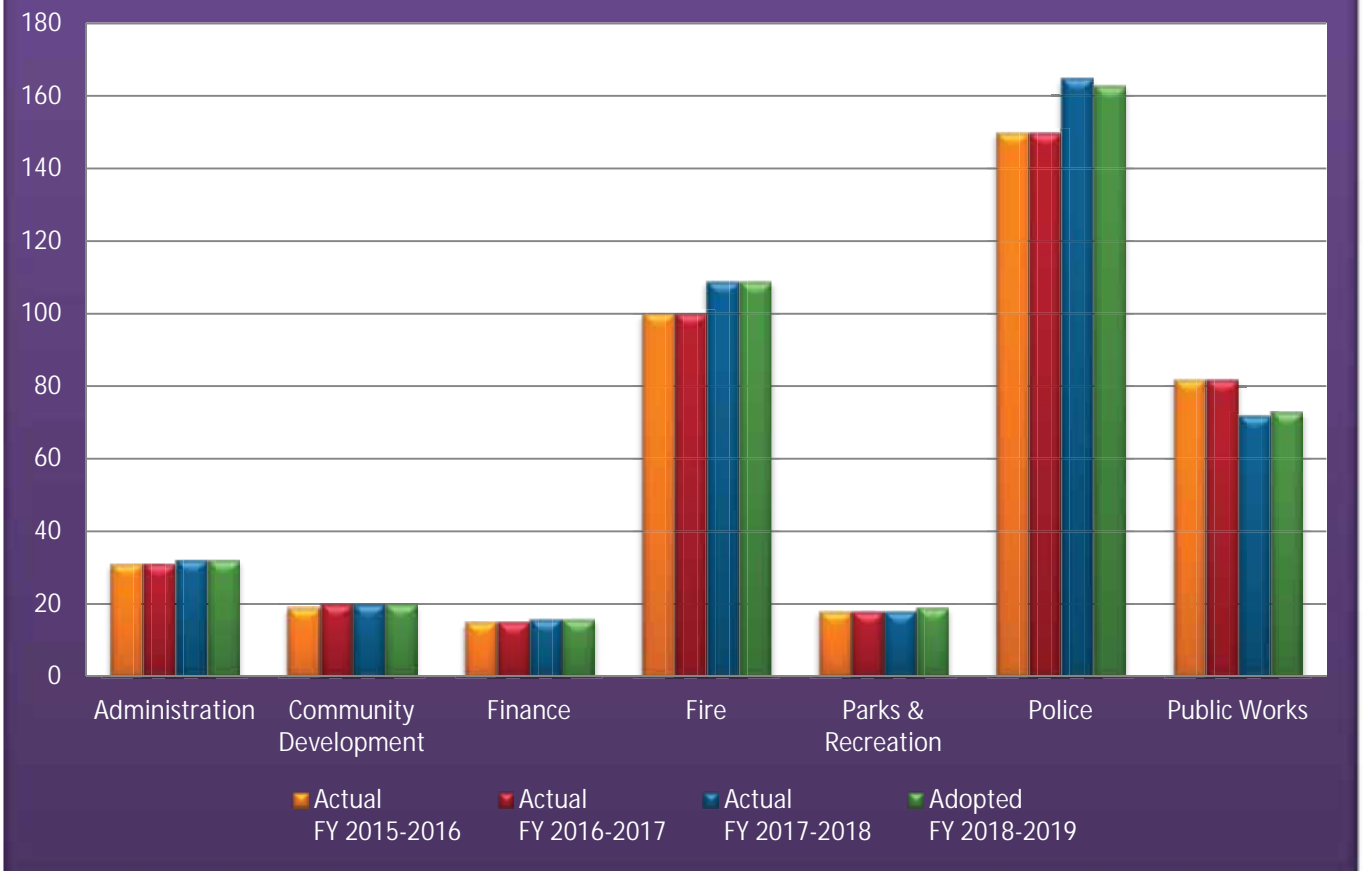
Transfers Out	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
10 - General Fund	4,797,229	1,595,000	2,127,580	1,351,436	1,386,188
13 - Fire - Hazardous Materials Program	-	-	-	1	160,000
26 - CIP Grant Fund	1,755,670	574,843	-	-	-
28 - CDBG	92,548	76,689	190,000	190,000	165,650
30 - State Gas Tax	-	1,783,873	2,100,303	2,100,303	2,148,912
38 - Vehicle Impact	-	-	389,235	389,235	344,188
51 - Water Utility	1,559,000	1,250,500	1,375,000	1,375,000	1,375,000
54 - Transit (Prop C)	403,243	900,000	1,000,000	1,000,000	1,000,000
56 - Transit (Measure R)	774,510	-	-	-	-
62 - Equipment	30,000	-	-	-	-
76 - Liability Insurance	-	2,074,665	-	-	-
91 - Redevelopment Agency	1,986,260	1,686,419	630,081	135,556	1,647,091
93 - CRA Debt Service	-	-	-	126,539	-
<b>Grand Total</b>	<b>\$ 11,398,461</b>	<b>\$ 9,941,989</b>	<b>\$ 7,812,199</b>	<b>\$ 6,668,070</b>	<b>\$ 8,227,029</b>
<b>Total FY 2018-19 Adopted Budget</b>	<b>\$ 140,808,441</b>	<b>\$ 144,896,693</b>	<b>\$ 225,601,809</b>	<b>\$ 125,084,343</b>	<b>\$ 262,021,127</b>



# AUTHORIZED FULL TIME STAFFING FY 2018-2019

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
Administration	31	31	32	32
Community Development	19	20	20	20
Finance	15	15	16	16
Fire	100	100	109	109
Parks & Recreation	18	18	18	19
Police	150	150	165	163
Public Works	82	82	72	73
<b>Grand Total</b>	<b>415</b>	<b>416</b>	<b>432</b>	<b>432</b>

### Authorized Full Time Staffing Levels







**City of Downey**  
California





# AUTHORIZED FULL TIME STAFFING FY 2018-2019

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>Administration</b>	<b>31</b>	<b>31</b>	<b>32</b>	<b>32</b>
City Attorney	1	1	1	1
City Attorney	1	1	1	1
<b>City Clerk</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Administrative Assistant	0	0	0	1
City Clerk	1	1	1	1
Deputy City Clerk	1	1	1	0
<b>City Council</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
City Council Member	5	5	5	5
Executive Secretary	1	1	1	1
<b>City Manager</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>
Administrative Aide	1	1	1	0
Assistant City Manager	1	1	1	1
Assistant to the City Manager	1	1	1	1
City Manager	1	1	1	1
Management Analyst	1	1	1	2
Secretary	0	0	0	1
<b>Columbia Memorial Space Center</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Administrative Assistant	1	0	0	0
Center Supervisor	1	2	2	2
Executive Director	1	1	1	1
<b>Human Resources</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>5</b>
Administrative Aide	1	0	0	0
Executive Secretary	1	0	0	0
Human Resources Analyst	0	1	1	1
Human Resources Director	1	1	1	1
Human Resources Manager	0	0	1	1
Human Resources Specialist	0	2	3	2
Human Resources Technician	1	0	0	0
Sr. Human Resources Analyst	1	1	0	0



# AUTHORIZED FULL TIME STAFFING FY 2018-2019

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>Library</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
Administrative Assistant	1	1	1	1
Librarian	3	3	3	3
Library Assistant	3	3	3	3
Senior Librarian	1	1	1	1
Senior Library Assistant	1	0	0	0
Supervising Library Assistant	0	1	1	1



# AUTHORIZED FULL TIME STAFFING FY 2018-2019

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>Community Development</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Administration</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>
Director of Community Development	1	1	1	1
Economic Development/ Housing Manager	1	0	0	0
Executive Secretary	1	1	1	1
<b>Building &amp; Safety</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>
Building Inspector	1	1	1	1
Building Official	0	1	1	1
Building Permit Technician	2	2	2	2
Principal Building Inspector	1	1	1	1
<b>Code Enforcement</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Administrative Clerk II	1	1	1	1
Code Enforcement Officer	3	3	3	3
Senior Code Enforcement Officer	1	1	1	0
Code Enforcement Supervisor	0	0	0	1
<b>Economic Development/ Housing</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
Administrative Aide	1	0	0	0
Economic Development/ Housing Manager	0	1	1	1
Management Analyst	0	1	1	1
<b>Planning</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
Assistant Planner	1	1	1	1
Associate Planner	1	1	1	1
City Planner	1	1	1	1
Principal Planner	1	1	1	1
Secretary	1	1	1	1
Senior Planner	1	1	1	1



## AUTHORIZED FULL TIME STAFFING FY 2018-2019

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>Finance</b>	<b>15</b>	<b>15</b>	<b>16</b>	<b>16</b>
<b>Administration</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>15</b>
Accountant	3	3	3	1
Accounting Coordinator	1	1	1	1
Administrative Assistant	1	1	1	1
Administrative Clerk II (GA)	1	1	0	0
Administrative Clerk II (Rev)	3	3	3	4
Assistant Finance Director	1	1	1	1
Finance Director/Risk Manager	1	1	1	1
Junior Accountant	1	1	2	2
Management Analyst (Payroll)	0	0	1	1
Principal Accountant	1	1	1	1
Senior Account Clerk	1	1	1	1
Senior Accountant	0	0	0	1
<b>Information Technology</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Information Technology & Systems Manager	1	1	1	1



# AUTHORIZED FULL TIME STAFFING FY 2018-2019

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>Fire</b>	<b>100</b>	<b>100</b>	<b>109</b>	<b>109</b>
<b>Administration</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>
Administrative Assistant	0	0	1	1
Executive Secretary	1	1	1	1
Fire Chief	1	1	1	1
<b>Emergency Services</b>	<b>83</b>	<b>83</b>	<b>91</b>	<b>91</b>
Ambulance Operator	18	18	24	24
Ambulance Operator Coordinator	0	0	1	1
Battalion Chief	3	3	3	3
Fire Captain	15	15	15	15
Fire Captain (EMS Coordinator)	1	1	1	1
Fire Captain (Training)	0	0	1	1
Fire Engineer	15	15	15	15
Fire Mechanic	1	1	1	1
Firefighter *	6	6	6	4
Firefighter/Paramedic *	24	24	24	26
* (2) Firefighters reclassified to Paramedic				
<b>Support Services</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>
Assistant Chief	1	1	1	1
Emergency Preparedness Coordinator <sup>2</sup>	1	1	1	0
Fire Communications Center Supervisor	1	1	1	1
Fire Inspector	1	1	1	1
Fire Prevention Technician	1	1	1	1
Hazardous Materials Fire Inspector	1	1	1	1
Regional Fire Communications Lead Operator	1	1	1	1
Regional Fire Communications Operator	8	8	8	8
Emergency Preparedness Program Manager *	0	0	0	1
* Title/ compensation adjustment from Emergency Preparedness Coordinator approved by City Council on 10/10/2017				
<b>Public Safety</b>				
<b>Fire</b>	<b>100</b>	<b>100</b>	<b>109</b>	<b>109</b>
Sworn	67	67	68	68
Non-Sworn	33	33	41	41



# AUTHORIZED FULL TIME STAFFING FY 2018-2019

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>Parks &amp; Recreation</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>19</b>
<b>Administration, Grants &amp; Contracts</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>
Administrative Assistant	0	1	1	1
Director of Parks & Recreation	1	1	1	1
Executive Secretary	1	0	0	0
Program Supervisor (ASPIRE)	1	1	1	1
Secretary (ASPIRE)	1	1	1	1
Program Coordinator (ASPIRE) *	2	2	2	3
* Additional Program Coordinator position approved by City Council on 08/22/2017				
<b>Facilities &amp; Events</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Program Coordinator	0	1	1	1
Recreation Coordinator	1	0	0	0
Recreation Manager	1	1	1	1
Recreation Supervisor	3	3	3	3
<b>Transit</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
Management Analyst	0	0	0	1
Transit Coordinator	1	1	1	0
Transit Driver	5	5	5	5
Transit Driver/Dispatcher	1	1	1	1



# AUTHORIZED FULL TIME STAFFING FY 2018-2019

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>Police</b>	<b>150</b>	<b>150</b>	<b>165</b>	<b>163</b>
<b>Administration</b>	<b>20</b>	<b>20</b>	<b>22</b>	<b>22</b>
Chief of Police	1	1	1	1
Executive Secretary	2	2	2	2
Neighborhood Watch Coordinator	1	1	1	1
Police Lieutenant	1	1	1	1
Police Officer *	1	0	1	0
Police Records Specialist I	6	6	6	6
Police Records Specialist II	3	3	3	3
Police Sergeant	2	3	3	3
System/Network Engineer	1	1	2	2
Police Corporal *	2	2	1	2
Police Records Supervisor	0	0	1	1
* Police Officers reassigned within department				
<b>Detectives</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>33</b>
Community Service Officer	1	1	1	1
Forensic Specialist	3	3	3	3
Forensic Supervisor	1	1	1	1
Police Captain	1	1	1	1
Police Lieutenant	1	1	1	1
Police Officer *	4	4	4	3
Police Sergeant	5	5	5	5
Property/Evidence Technician	1	1	1	1
Secretary	1	1	1	1
Police Corporal *	17	17	17	16
* Police Officers reassigned within department				





# AUTHORIZED FULL TIME STAFFING FY 2018-2019

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>Field Operations</b>	<b>95</b>	<b>95</b>	<b>108</b>	<b>108</b>
Communications Supervisor (Sr Communications Operator)	1	1	1	0
Community Service Officer	4	4	4	2
Motor Officer	6	6	6	6
Parking Enforcement Officer	3	3	5	5
Police Captain	1	1	1	1
Police Lieutenant	4	4	4	4
Police Officer *	37	38	47	50
Police Recruit	1	0	0	0
Police Sergeant	9	8	8	8
Safety/ Dispatch (Communications Operator)	10	10	11	11
Secretary	1	1	1	1
Police Corporal *	18	19	20	19
Police Dispatch Supervisor **	0	0	0	1
* Police Officers reassigned within department ** Clarification on title from Communications Supervisor approved by City Council on 05/18/2018				
<b>Police</b>	<b>150</b>	<b>150</b>	<b>165</b>	<b>163</b>
Sworn	110	111	121	121
Non-Sworn	40	39	44	42



# AUTHORIZED FULL TIME STAFFING FY 2018-2019

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>Public Works</b>	<b>82</b>	<b>82</b>	<b>72</b>	<b>73</b>
<b>Administration</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Director of Public Works	1	1	1	1
Executive Secretary	1	1	1	1
Keep Downey Beautiful Recycling & Waste Coordinator	1	1	1	1
Management Analyst	1	1	1	1
Secretary	1	1	1	1
<b>Engineering</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
Assistant Civil Engineer I	1	1	1	3
Assistant Civil Engineer II	1	1	1	0
Associate Civil Engineer	3	3	3	2
Deputy Dir. Of Public Works	1	1	1	1
Inspector/Plan Checker	1	1	1	1
Principal Engineer	1	1	1	1
<b>Maintenance</b>	<b>40</b>	<b>40</b>	<b>30</b>	<b>30</b>
Asst. Superintendent, Facilities & Maintenance	1	1	1	1
Equipment Maintenance Leadworker	1	1	1	1
Maintenance Lead Worker	15	15	8	8
Maintenance Worker II	10	10	10	10
Maintenance Worker III	6	6	3	3
Mechanic	2	2	2	2
Public Works Supervisor II	3	3	3	3
Secretary	1	1	1	1
Superintendent, Facilities & Maintenance	1	1	1	1



# AUTHORIZED FULL TIME STAFFING FY 2018-2019

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>Utilities</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>30</b>
Assistant Civil Engineer I	1	1	1	1
Assistant Superintendent	1	1	1	1
Associate Civil Engineer *	0	0	0	1
Principal Engineer	1	1	1	1
PW Supv II/ Water System Supervisor II	1	1	1	1
Secretary	1	1	1	1
Senior Civil Engineer	1	0	0	0
Superintendent of Utilities	0	1	1	1
Superintendent of Water and Sanitation	1	0	0	0
Water Quality & Environmental Specialist	1	1	1	1
Water System Leadworker	6	6	6	6
Water System Operator III *	0	0	3	4
Water Systems Supervisor II	2	2	2	2
GIS Program Manager	0	1	1	1
Water System Operator II *	13	13	10	9
* Title/ Compensation adjustments approved by City Council on 04/10/2018				



**City of Downey**  
California



Revenue Overview

Budget Revenue Summary

General Fund Revenue Overview

Major Revenue Sources & Basis for Estimates



**REVENUE**



## Revenues

This section presents information about the City's revenues. The first part describes and defines the major revenue sources and the next part is a complete list of revenues by source for each individual fund. This information is then summarized and presented in a pie chart depicting the total City revenues and a similar chart prepared for only the General Fund revenues.

## Revenue Descriptions

Downey receives money from numerous sources in order to pay for the City services. This section describes the City's major revenue sources and then provides a detailed listing that includes a multi-year history of our revenues.

## Taxes

Everyone is familiar, if not completely happy, with taxes. Downey receives several different types, as described below.

**Property Taxes.** These are taxes paid by people and businesses who own property in Downey. The amount each property owner pays is largely based on the provisions of Proposition 13, which was added to the State Constitution in 1976 by the voters. The amount that the City receives from property tax payments is determined by formulas established in State law. These formulas are very complex and ever changing. Currently, the City's basic share of local property tax payment is 13.97% of all local property payments. Starting in fiscal year 2004-05, the City also started to receive a portion of the Augmentation Fund, which is also derived from Property Tax payments. The actual collections and administration are handled by the County Tax Assessor and the County Tax Collector. City Hall is not involved.

**Sales Taxes.** These taxes are paid as consumers purchase goods and materials (except food and medicines) at stores. Beginning October 1, 2017, the Los Angeles County sales tax became 10.00% and is divided as follows:

State Government	6.00%
City of Downey	1.00
City of Downey – 20 year ½ Cent Sales Tax	0.50
Measure M Transportation	0.50
Measure R Transportation	0.50
Proposition A Transit	0.50
Proposition C Transit	0.50
County Transit	0.25
Measure H Homeless 20 year ¼ Cent Sales Tax	0.25
<b>Total</b>	<b>10.00%</b>

In all cases, the State government actually collects the revenue and then disburses our share to us once a month.

**City Business License Fees.** The business license fee is tax is paid by all businesses operating in the City of Downey. The tax payments are collected by the City and the amounts are largely based on the dollar sales volume of the business. When the economy is good this tax goes up, but when the economy is down this tax also declines.

**Franchise Taxes.** This tax is paid by the local gas, electric, cable TV, rubbish, and other utility companies. It is a special tax paid in recognition that these businesses have special privileges to be the sole operator and have access to the public-right-of-way. The amount is based on their gross income.

**Utility Users Taxes.** This tax is paid by gas, electric, and telecommunication customers on their utility bills. The current rate is 5% for gas and electricity. The utility companies collect the tax and then forward the money to the City. The tax for telecommunication service is at the rate of 4.8%. The telecommunication service supplier or its billing agent collect it and remit it to the City monthly.

**Other Taxes.** The City also receives revenue because of a couple of other taxes: transient occupancy tax and the real property transfer stamp tax. The transient occupancy tax is paid by Downey hotel operators and amounts to 9% of their gross receipts. The real property transfer stamp tax is paid when property transfers are recorded at the County. The rate is \$1.10 per \$1,000; half (or \$0.55 of every \$1,000) goes to the City and half is retained by the County.

## Licenses and Permits

The City has several ordinances that require people to pay certain license or permit fees before being authorized to do certain things. The biggest example of such fees for Downey, or any other City, is building permit fees that must be paid by people receiving a building permit from the City. Other fees are dog license fees, alarm permit fees, and live entertainment fees. In each of these cases, the fees are designed to cover the costs of related City operations such as building construction inspections and animal control.

## Fines, Forfeitures, and Penalties

This revenue is collected from persons issued citations for not obeying the law. Traffic and parking violations are the biggest example. This revenue source accounts for about 1.6% of total General Fund revenue and is very important to encourage obedience of our laws.

## Interest, Rent, and Concessions

This revenue comes from investing cash balances and renting out City facilities. The investment interest is the most important revenue source in this category, and the City works hard at trying to maximize interest earnings while protecting principal. There are also several facilities available to groups and individuals in exchange for rent or concession fees, including special events at the Columbia Memorial Space Center, Barbara J. Riley Community and Senior Center and Rio Hondo Event Center.



## Intergovernmental Revenue

This revenue source includes several types of grants or subventions that we receive from the State and Federal governments. The major types are described below:

**Motor Vehicle-In-Lieu Fees.** This revenue is collected by the State when vehicle owners pay their annual registration fees. These fees were established several years ago and replaced the personal property tax levied on automobiles. It was deemed to be more efficient and accurate if the Department of Motor Vehicles (DMV) collected this revenue in conjunction with their vehicle registration process. By State law, then, a certain portion of the vehicle registration fees comes back to the City. This fee was reduced during the 2003-04 fiscal year which reduced the City's revenue for this category. In order to replace this revenue, the State passed a law that distributes additional property tax revenue to the City.

**Gas Tax.** This revenue is also collected by the State as part of the State's 41.7 cent (\$0.417) per gallon gasoline tax.

**Community Development Block Grant (CDBG).** This revenue also comes from the Federal government, but may be used only for certain specified purposes, mostly related to housing improvements and the redevelopment of blighted areas.

**Other Grants.** The City also receives numerous smaller revenue amounts from the State and Federal governments. These payments are for numerous special purposes such as special street projects, police programs, library support, and park improvement projects. Grant funding has become an important revenue source for supporting music, arts, cultural and recreation programs since the Great Recession.

## Service Charges

The City charges individuals and groups fees for numerous special services that the City provides. The biggest example of such charges is the water bills the City sends to water customers. Water charges, as with many of the City service charges, are placed in a special fund and accounted for separately. Examples of other service charges that go to their own special fund are golf course fees, sewer connection charges, and Light District Assessments. Many other fees are included in the City's General Fund and include fees charged to developers for processing plans through the Planning and Engineering Divisions, and fees charged for services such as sewer maintenance, recreation programs, Downey Theatre tickets, special Library services, and emergency ambulance transportation. Finally, the Fiscal Year 2016-17 budget was the first year the City began to collect the Vehicle Impact Fee, which helps to pay for the wear-and-tear on city streets from large waste hauling vehicles.

## Other Revenue

Finally, the last miscellaneous category is called Other Revenue. Everything that does not fit in any of the other categories is included here. Examples of such revenue include the proceeds of the sale of land or surplus equipment, insurance claim reimbursements, donations, and certain internal charges made between City funds.



# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
<b>10 GENERAL FUND</b>					
10 1110 PROP TAX-SECURED	12,663,491	13,372,817	13,947,146	13,517,688	14,600,640
10 1120 PROP TAX-UNSECURED	500,896	507,204	459,000	486,526	500,000
10 1125 ERAF PROPERTY TAX SHIFT	10,209,833	10,808,903	11,275,848	11,360,806	11,847,048
10 1130 PROP TAX-PRIOR YEARS	638,165	-19,635	0	-20,796	0
10 1140 PEN DEL PROP TAX-SEC	49,969	45,242	15,000	35,919	40,000
10 1170 SUPPLEMENTAL PROP TAX	308,038	363,536	100,000	351,573	250,000
PROPERTY TAXES TOTAL	24,370,391	25,078,067	25,796,994	25,731,716	27,237,688
10 1200 SALES & USE TAX	15,701,743	20,097,659	20,554,950	17,654,588	21,626,067
10 1202 SALES AND USE TAX COMPENSATION FUND	3,349,198	1,052,907	4,300,000	3,476,109	4,600,000
10 1205 PROP 172 SALES TAX	632,475	649,087	600,000	557,016	625,000
SALES & USE TAX TOTAL	19,683,417	21,799,653	25,454,950	21,687,713	26,851,067
10 1300 TRANSIENT OCCUPANCY TAX	1,628,932	1,700,854	1,400,000	1,532,873	1,500,000
TRANSIENT OCCUPANCY TAX TOTAL	1,628,932	1,700,854	1,400,000	1,532,873	1,500,000
10 1400 REAL PROP TRANSFER TX	339,035	299,947	200,000	409,187	250,000
REAL PROPERTY TRANSFER TAX TOTAL	339,035	299,947	200,000	409,187	250,000
10 1530 UTIL USR TAX-GAS	870,792	985,590	895,000	864,148	895,000
10 1540 UTIL USR TAX-ELECTRIC	3,693,445	3,546,518	3,760,000	3,426,707	3,500,000
10 1550 UTIL USR TAX-TELEPHONE	2,664,939	2,533,088	2,670,000	1,906,840	2,670,000
UTILITY USERS TAX TOTAL	7,229,176	7,065,195	7,325,000	6,197,695	7,065,000
10 1700 CITY BUSINESS TAX	1,318,424	1,324,971	1,200,000	1,459,613	1,275,000
10 1701 BUSINESS LICENSE RENEW ENHANCEMENT FEE	1,525	5	1,000	5	0
10 1705 DOWNEY PCCP IRG BUSINESS IN LIEU FEE	37	0	0	0	0
10 1710 BUSINESS TAX PEN	41,053	58,268	20,000	67,847	35,000
CITY BUSINESS TAX TOTAL	1,361,039	1,383,244	1,221,000	1,527,464	1,310,000
10 1810 FRNCH TAX-GAS UTIL	192,788	173,365	170,000	183,034	170,000
10 1820 FRNCH TAX-ELEC UTIL	899,560	811,318	900,000	867,934	900,000
10 1835 FRANCH TAX-COM.RUBBISH	452,685	465,149	400,000	364,371	430,000
10 1850 FRANCH TAX-RES.RUBBISH	229,680	231,750	185,000	198,601	280,000
10 1860 FRNCH TAX-OTHER	77,689	158,908	40,000	49,202	80,000
10 1870 FRNCH TAX-CABLE TV	772,530	592,756	577,000	514,424	575,000
OTHER TAXES TOTAL	2,624,932	2,433,245	2,272,000	2,177,567	2,435,000
10 2210 STREET PARKING PERMIT	7,435	7,682	360	2,128	1,000
10 2215 PREFERENTIAL PARKING PERMIT	475	550	250	1,819	250
10 2220 AUTO PARKING FEE	8,600	6,600	3,000	11,200	10,200
PARKING STALL FEES TOTAL	16,510	14,832	3,610	15,147	11,450



# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
10 2310 BUILDING PERMITS	1,148,493	1,008,103	725,000	973,016	825,000
10 2311 RECORDS MNGMNT FEES	191,219	157,576	100,000	194,551	100,000
10 2320 ELECTRICAL PERMITS	239,855	196,059	130,000	148,147	130,000
10 2325 MECHANICAL PERMIT	69,516	73,519	50,000	49,189	50,000
10 2330 PLUMBING PERMITS	124,466	163,353	95,000	117,784	95,000
<b>BUILDING PERMIT FEES TOTAL</b>	<b>1,773,548</b>	<b>1,598,609</b>	<b>1,100,000</b>	<b>1,482,687</b>	<b>1,200,000</b>
10 2400 CONSTRUCTION PERMIT	28,853	27,697	10,000	27,262	10,000
<b>CONSTRUCTION PERMITS TOTAL</b>	<b>28,853</b>	<b>27,697</b>	<b>10,000</b>	<b>27,262</b>	<b>10,000</b>
10 2500 POLICE PERMITS	7,916	6,663	7,500	7,190	7,500
10 2510 FINGER PRINT FEES	2,808	2,352	2,000	1,860	2,000
<b>POLICE PERMITS TOTAL</b>	<b>10,724</b>	<b>9,015</b>	<b>9,500</b>	<b>9,050</b>	<b>9,500</b>
10 2600 MISC LICENSE & PERMIT	80,305	77,103	85,000	76,485	80,000
<b>MISC LICENSE &amp; PERMIT TOTAL</b>	<b>80,305</b>	<b>77,103</b>	<b>85,000</b>	<b>76,485</b>	<b>80,000</b>
10 2710 DOG LICENSE FEE	223,025	232,608	91,500	0	91,500
10 2720 DOG LICENSE FEE-S/N	0	0	81,500	0	81,500
10 2730 DOG LICENSE LATE FEE	53	-118	0	407	0
10 2740 LATE DOG LICN FEE-S/N	0	0	0	0	0
<b>ANIMAL PERMITS TOTAL</b>	<b>223,079</b>	<b>232,490</b>	<b>173,000</b>	<b>407</b>	<b>173,000</b>
10 3110 VEHICLE CODE FINES	299,625	313,364	325,000	210,609	300,000
10 3120 CITY ORDINANCE FINES	132,995	86,663	75,000	55,766	75,000
10 3130 MISC, FINES, FORFEITS & PENALTIES	12,910	26,913	17,500	13,220	17,500
10 3131 PARKING TICKETS	990,459	970,819	1,045,000	952,799	1,000,000
10 3135 ADMINISTRATIVE CITE	61,108	53,119	45,000	124,064	45,000
10 3140 NSF CHECK CHARGES	5,795	6,000	3,000	6,850	4,500
<b>FINES TOTAL</b>	<b>1,502,891</b>	<b>1,456,879</b>	<b>1,510,500</b>	<b>1,363,309</b>	<b>1,442,000</b>
10 4100 INVESTMENT EARNINGS	391,164	438,911	350,000	442,732	400,000
10 4101 INTEREST ON INVESTMENT TRUSTEE	0	25	0	0	0
10 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	296,244	-362,937	2,000	0	2,000
<b>INVESTMENT EARNINGS TOTAL</b>	<b>687,408</b>	<b>75,999</b>	<b>352,000</b>	<b>442,732</b>	<b>402,000</b>
10 4200 RENTS & CONCESSIONS	165,678	226,527	140,000	162,957	140,000
10 4222 AT&T CELL TOWER RENT	0	37,039	0	38,151	25,000
10 4241 PARK PARKING FEES	39,709	39,480	39,000	43,107	40,000
10 4243 PARK FACILITIES RNTL	61,532	63,068	60,000	67,358	60,000
10 4256 PARCEL 5 RENT	538,450	584,059	538,450	612,659	540,000
10 4257 DOWNEY LANDING LLC GROUND LEASE	394,942	367,580	396,900	367,580	500,000
<b>RENTS &amp; CONCESSIONS TOTAL</b>	<b>1,200,310</b>	<b>1,317,754</b>	<b>1,174,350</b>	<b>1,291,811</b>	<b>1,305,000</b>



# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
10 4300 INTEREST CHARGED TO OTHER FUNDS	0	60,210	0	0	0
INTEREST & RENT TOTAL	0	60,210	0	0	0
10 5300 STATE GRANTS	2,000		0	0	0
10 5325 STATE TRAFFIC SAFETY GRANT	170,059	38,487	25,000	0	25,000
10 5360 CAL E-M-A HAZMAT GRANT	11,953	0	100	0	0
STATE GRANTS TOTAL	184,012	38,487	25,100	0	25,000
10 5410 STATE ALCOHOL BEV LIC	43,929	48,858	5,000	71,500	20,000
10 5420 STATE MTR VEH IN LIEU	45,957	51,151	45,000	0	45,000
10 5425 POST REIMBURSEMENTS	20,980	29,531	25,000	46,059	25,000
10 5430 SLESF (COPS) GRANT	204,207	230,008	180,000	243,476	180,000
10 5434 SCHOOL RESOURCE OFFICER PROGRAM	144,347	151,775	132,000	150,363	132,000
10 5440 STATE LIBRARY SUPPORT	35,451	18,000	10,000	38,996	35,000
10 5448 AFTER SCHOOL ED/SAFETY PGM COHORT 5	1,604,047	1,630,169	1,601,000	1,494,770	1,628,298
10 5450 STATE HMOWNRS PROP TX	84,127	83,784	50,000	82,098	50,000
10 5451 COUNTY REGIONAL PARK & OPEN SPACE GRNT	349,623	66,068	500	0	500
10 5455 STATE MANDATED COST REIMBURSEMENT	413,742	48,514	5,000	269	5,000
INTERGOVERNMENTAL REVENUE TOTAL	2,946,411	2,357,859	2,053,500	2,127,531	2,120,798
10 5511 COUNTY AB 109	254,088	167,452	150,000	0	150,000
10 5520 HIGHWAY THROUGH CITY	0	0	0	47,944	0
10 5550 SUCCESSOR AGENCY ADMIN REIMBURSEMENT	250,000	250,000	250,000	125,000	250,000
COUNTY TRANSPORTATION REVENUE TOTAL	504,088	417,452	400,000	172,944	400,000
10 6120 PLAN CHECK FEES	835,373	749,754	650,000	603,281	650,000
10 6130 PLANNING SERVICE FEES	218,255	98,388	105,000	205,641	105,000
10 6131 CEQA PROJECT FEE	0	73,613	500	0	500
10 6140 SALE OF PUBLIC DOCMTS	71,834	65,936	60,000	61,611	50,000
10 6150 ENGINEERING PLAN CHEC	3,010	7,555	1,000	3,800	100
10 6160 FIRE PLAN FEE	192,840	164,204	125,000	128,080	125,000
10 6170 GENERAL PLAN FEES	190,128	157,196	125,000	193,902	225,000
DEVELOPMENT FEES TOTAL	1,511,439	1,316,646	1,066,500	1,196,314	1,155,600
10 6210 POLICE GUARD SVC FEE	38,743	91,447	30,000	34,058	30,000
10 6215 FIRE-ADULT EDUCATION	39,337	0	500	25,305	500
10 6216 FIRE MOVIE SERVICE	1,511	1,768	500	1,760	500
POLICE & FIRE FEES TOTAL	79,591	93,215	31,000	61,123	31,000



# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
10 6312 FALSE FIRE ALARM FEE	46,725	3,594	5,000	13,029	5,000
10 6313 MEDICAL FACILITY EMS RESPONSE FEE	130,185	-41,945	1,000	0	1,000
10 6314 FIRE PERMIT FEE	113,768	76,713	50,000	72,990	50,000
10 6315 BUILDING INSPECTION FEES-FIRE CODE	5,155	3,987	3,500	3,812	3,500
10 6316 HAZARD MATERIAL PERMT	125,009	119,585	110,000	260	0
10 6326 ENG INSPECTION FEE	66,742	187,098	45,000	182,613	45,000
10 6330 TREE PLANTING FEES	325	0	0	315	0
10 6340 SEWER SURCHARGE	122,566	124,410	110,000	102,974	160,000
<b>ENVIRONMENTAL FEES TOTAL</b>	<b>610,475</b>	<b>473,442</b>	<b>324,500</b>	<b>375,992</b>	<b>264,500</b>
10 6650 FEE SUPPORTED-RECREAT	14,899	8,662	5,000	4,562	5,000
10 6651 COMMUNITY SPORTS CNTR	244,718	255,746	250,000	286,412	250,000
10 6652 SPORTS FACILITY ENHANCEMENT FEE	20,867	20,362	20,000	19,243	20,000
10 6653 SWIMMING POOL FEES	72,465	78,013	60,000	72,953	60,000
10 6654 CHILD CARE	37,807	41,328	42,000	47,315	42,000
10 6655 FEE SUPPORTED-SOC SVS	31,167	31,184	30,000	21,667	30,000
10 6656 COMMUNITY SENIOR CNTR	73,410	67,241	60,000	40,205	60,000
10 6657 ADULT SOFTBALL PROGRAM	48,927	44,498	36,000	40,143	40,000
10 6658 CONTRACT CLASS FEES	270,023	309,023	270,000	311,941	270,000
10 6659 FEE SUPPORTED CAMPS	105,071	95,590	50,000	108,236	75,000
10 6660 DOWNEY THEATRE	344,779	364,589	350,000	418,005	350,000
10 6661 FOOD & BEVERAGE REV	433	1,689	1,200	1,151	1,200
10 6662 Theatre Merchandise	525	1,181	800	1,224	800
10 6663 THEATRE ENHANCEMENT FEE	0	0	0	22,440	0
10 6664 DOWNEY THEATRE IN-HOUSE PERFORMANCE	46,024	200,416	216,500	177,360	216,500
10 6665 STEAMWORKS SUMMER PROGRAM	108,910	176,138	250,000	159,684	250,000
10 6680 LIBRARY FINES	64,873	56,983	45,000	47,858	45,000
10 6690 LIBRARY SERVICE FEES	5,808	4,177	3,000	4,787	3,000
<b>COMMUNITY SERVICES FEES TOTAL</b>	<b>1,490,706</b>	<b>1,756,819</b>	<b>1,689,500</b>	<b>1,785,185</b>	<b>1,718,500</b>
10 6720 COMPTON FIRE COMM	650,113	528,935	756,000	957,915	776,000
10 6740 LA HABRA HEIGHT FIRE COMM	36,374	34,512	0	-4,706	0
10 6760 VERNON FIRE COMM	199,483	-10,211	0	0	0
10 6780 S F SPGS FIRE COMM	256,845	159,831	201,600	265,230	217,900
10 6782 JPCC START UP REIMB	0	0	0	0	0
10 6790 EMERGENCY TRNSPRT FEE	2,011,500	2,073,935	3,025,000	1,809,450	2,000,000
10 6793 BLS TRANSPORT	1,057,676	1,106,432	0	874,978	1,025,000



# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
10 6794 PARAMEDIC TRANSPORT DEPOSIT	-194	0	0	-501	0
10 6795 EMERGENCY SUBSC FEE	299,292	289,488	280,000	273,072	260,000
<b>FIRE DEPT FEES TOTAL</b>	<b>4,511,089</b>	<b>4,182,923</b>	<b>4,262,600</b>	<b>4,175,438</b>	<b>4,278,900</b>
10 6910 SEAACA FINANCE ADMIN	80,000	100,000	100,000	102,700	100,000
<b>ADMINISTRATIVE FEES TOTAL</b>	<b>80,000</b>	<b>100,000</b>	<b>100,000</b>	<b>102,700</b>	<b>100,000</b>
10 7100 SALE OF PROPERTY	2,163,180	0	0	0	0
10 7110 SALE OF LAND	0	700,000	600,000	0	1,000,000
10 7146 4TH OF JULY EVENT DONATIONS	9,500	0	0	0	0
<b>SALE OF PROPERTY TOTAL</b>	<b>2,172,680</b>	<b>700,000</b>	<b>600,000</b>	<b>0</b>	<b>1,000,000</b>
10 7320 CONTR PRIVATE SOURCES	0	0	425,000	0	0
10 7330 CONTR FRM OTH GOV AGY	668,070	704,814	0	0	0
<b>CONTRIBUTIONS &amp; IMPACT FEES TOTAL</b>	<b>668,070</b>	<b>704,814</b>	<b>425,000</b>	<b>0</b>	<b>0</b>
10 7400 CHARGE TO OTHER FUNDS	1,525,000	1,525,000	1,625,000	1,625,000	1,625,000
10 7403 CHARGE TO OTHER FUNDS	5,000	5,000	5,000	5,000	5,000
10 7404 CHARGE STREET LIGHTNG	170,265	170,265	170,265	170,265	170,265
10 7406 CHARGE TRANSIT	137,000	137,000	137,000	137,000	137,000
10 7407 CHARGE CDBG FD	140,477	134,702	140,477	134,702	112,188
10 7408 CHARGE TO HOME GEN. ADMIN	7,368	7,368	7,368	7,368	0
10 7411 CHARGE TO WASTE REDUCTION	40,900	40,899	40,900	40,899	40,900
10 7412 CHARGE PROP C	13,600	13,560	13,600	13,560	13,600
10 7413 CHARGE CEMETERY	4,200	4,200	4,200	4,200	4,200
<b>CHARGE TO CITY FUNDS TOTAL</b>	<b>2,043,810</b>	<b>2,037,994</b>	<b>2,143,810</b>	<b>2,137,994</b>	<b>2,108,153</b>
10 7520 GRANTS REIMB	0	0	0	0	0
10 7531 RETIREES HEALTH INSUR	83,086	80,078	85,000	76,088	85,000
10 7532 COBRA HEALTH INSURANC	7,418	8,173	5,000	8,810	5,000
10 7533 VEHICLE STORAGE	68,400	94,260	45,000	62,381	45,000
10 7540 MISC REIMBURSEMENTS	16,309	31,281	15,000	32,212	15,000
10 7544 VEHICLE RELEASE FEES	77,333	88,539	75,000	89,400	75,000
10 7547 BOOK FEES	-49,080	-2,513	1,000	0	1,000
10 7548 STRIKE TEAM REIMURSE	594,293	264,617	75,000	772,213	75,000
10 7549 POLICE REIMBURSEMENT	37,208	13,546	500	-13,546	500
10 7550 PUBLIC WORKS REIMBURSEMENT	-255	0	500	0	500
10 7551 SMI PROGRAM EDUCATION FEES	975	739	500	1,223	500
10 7552 GREEN BLDG STNDRD PRMT FEES	5,578	455	500	564	500
10 7555 UTILITY REBATE/INCENTIVE	0	40,467	5,000	592,038	5,000
10 7556 CAL RECYCLE TIRE GRANT	0	91,670	0	0	0



# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
10 7571 ELECTRIC VEHICLE CHARGING STATION	0	1,365	100	4,688	0
10 7560 MERF TIPPING	456,274	350,119	350,000	435,171	350,000
REIMBURSEMENT FEES TOTAL	1,297,539	1,062,798	658,100	2,061,240	658,000
10 7600 MISC REVENUE	137,867	402,788	285,000	318,466	1,064,880
10 7601 PARAMED MISC REVENUE	16,927	20,665	5,000	28,399	5,000
10 7604 MEDICAL AMBULANCE TRANS COST REIMB	245,330	191,258	150,000	335,624	150,000
10 7608 MISC CONTRIBUTIONS AND DONATIONS	7,012		0	0	0
10 7609 ART IN PUBLIC PLACE REVENUE	301,004	309,868	5,000	318,043	5,000
10 7616 MISC REVENUE	0	3,082	0	6,958	0
MISC REVENUE TOTAL	708,140	927,660	445,000	1,007,490	1,224,880
10 9013 TRANSFER FROM OFFICE TRAFFIC SAFETY-13	0	0	0	1	160,000
10 9028 TRANSFER FROM CDBG FUND -28	92,548	76,689	190,000	190,000	165,650
10 9030 TRANSFERS FROM GAS TAX FUND-30	1,252,265	1,249,566	1,540,053	1,540,053	1,588,662
10 9038 TRANSFER IN VEHICLE IMPACT FEE	0	0	389,235	389,235	344,188
10 9051 TRANSFER FROM WATER FUND-51	700,000	700,000	800,000	800,000	800,000
10 9062 TRANSFER FROM EQUIPMENT FUND-62	30,000	0	0	0	0
10 9076 TRANSFER FROM LIABILITY INSURANCE FUND	0	2,074,665	0	0	0
10 9093 TRANSFERS FROM ORIGINAL AREA-93	0	0	0	126,539	0
TRANSFERS IN TOTAL	2,074,813	4,100,920	2,919,288	3,045,828	3,058,500
10 GENERAL FUND TOTAL	\$ 83,643,414	\$ 84,901,821	\$ 85,231,802	82,222,885	89,425,536
<b>11 FEDERAL POLICE GRANT</b>					
11 5100 FEDERAL GRANT	27,028	14,951	0	26,339	0
11 5325 STATE TRAFFIC SAFETY GRANT	0	210,181	0	164,856	0
INTERGOVERNMENTAL REVENUE TOTAL	27,028	225,132	0	191,195	0
11 FEDERAL POLICE GRANT	27,028	225,132	0	191,195	0
<b>13 FIRE DEPT - HAZARDOUS MATERIAL PROGRAM</b>					
13 6316 HAZARD MATERIAL PERMIT	0	0	0	124,682	160,000
SERVICE FEES TOTAL	0	0	0	124,682	160,000
13 FIRE DEPT - HAZARDOUS MATERIAL PROGRAM	0	0	0	124,682	160,000
<b>14 FEDERAL FIRE GRANT</b>					
14 2690 2015 SHSGP GRANT	0	0	0	19,831	0
14 5100 FEDERAL GRANT	48,467	0	0	0	0
FEDERAL GRANTS TOTAL	48,467	0	0	19,831	0



# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
14 5360 CAL E-M-A HAZMAT GRANT	0	0	0	19,156	0
STATE GRANTS TOTAL	0	0	0	19,156	0
14 9010 TRANSFER FM GENERAL FUND-10	0	0	0	0	0
TRANSFERS IN TOTAL	0	0	0	0	0
14 FEDERAL FIRE GRANT	48,467	0	0	38,987	0
<b>16 COLUMBIA MEMORIAL SPACE LEARNING CENTER FOUNDATION</b>					
16 7300 CONTRIBUTIONS & IMPACT FEES	125	0	0	0	0
OTHER REVENUE	125	0	0	0	0
16 COLUMBIA MEMORIAL SPACE LEARNING CENTER FOUN	125	0	0	0	0
<b>20 WASTE REDUCTION</b>					
20 4100 INVESTMENT EARNINGS	3,628	3,254	2,500	1,129	2,500
20 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	1,406	-2,393	0	0	0
INVESTMENT EARNINGS TOTAL	5,034	860	2,500	1,129	2,500
20 5300 STATE GRANTS	29,997	28,982	25,000	0	2,500
20 5340 USED OIL BLOCK GRANT	31,373	60,193	0	30,734	0
STATE GRANTS TOTAL	61,370	89,175	25,000	30,734	2,500
20 6346 AB-939	418,387	419,598	410,000	420,804	410,000
ENVIRONMENTAL FEES TOTAL	418,387	419,598	410,000	420,804	410,000
20 7600 MISC REVENUE	251	632	225	0	500
MISC REVENUE TOTAL	251	632	225	0	500
20 WASTE REDUCTION	485,042	510,265	437,725	452,667	415,500
<b>22 AIR QUALITY</b>					
22 4100 INVESTMENT EARNINGS	4,663	4,262	2,000	2,154	4,000
22 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	1,695	-2,681	0	0	0
INVESTMENT EARNINGS TOTAL	6,359	1,582	2,000	2,154	4,000
22 5420 STATE MTR VEH IN LIEU	145,121	145,809	125,000	108,781	145,000
INVESTMENT EARNINGS TOTAL	145,121	145,809	125,000	108,781	145,000
22 9062 TRANSFER FM GENERAL FUND-62	0	0	0	0	0
TRANSFERS IN TOTAL	0	0	0	0	0
22 AIR QUALITY	151,479	147,390	127,000	110,935	149,000





# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
<b>23 STREET LIGHTING</b>					
23 1112 AD121 ZONE II	109,229	116,445	113,642	254,139	113,642
23 1114 AD121 ZONE IV	0	0	0	0	0
23 1116 AD121 ZONE VI	8,538	8,523	10,964	8,988	10,964
23 1117 LANDSCAPE/TREES	269,505	271,379	274,339	261,018	274,339
PROPERTY TAXES TOTAL	387,272	396,347	398,945	524,146	398,945
23 4100 INVESTMENT EARNINGS	7,257	5,661	1,000	437	1,000
23 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	3,152	-4,809	0	0	0
INVESTMENT EARNINGS TOTAL	10,409	852	1,000	437	1,000
23 6410 RES LTG ZONE I	494,363	527,149	514,335	531,156	514,335
23 6420 COMML LTG ZONE II	126,684	134,759	317,850	137,977	317,850
23 6430 HOLDING ZONE IV	20,533	20,905	21,363	21,186	21,363
23 6440 SAFTY LGHTNG ZONE III	690,618	696,170	709,439	668,781	709,439
23 6450 STONEWD CTR ZONE V	7,151	7,207	7,440	7,249	7,440
STREET LIGHTING FEES	1,339,348	1,386,191	1,570,427	1,366,348	1,570,427
23 7600 MISC REVENUE	10,469	-6,980	100	34,452	100
MISC REVENUE TOTALS	10,469	-6,980	100	34,452	100
<b>23 STREET LIGHTING</b>	<b>1,747,498</b>	<b>1,776,409</b>	<b>1,970,472</b>	<b>1,925,383</b>	<b>1,970,472</b>
<b>24 LEARNING CENTER FUND</b>					
24 6645 ADMISSION AND MEMBERSHIP FEES	147,353	145,809	105,000	153,374	145,000
24 6646 CMSSLC CLASSES	37,675	33,154	7,500	29,311	30,000
24 6647 FACILITY RENTAL	32,786	58,833	35,000	70,075	35,000
24 6901 OUTREACH SERVICE	401	0	0	0	0
COMMUNITY SERVICE FEES TOTAL	218,215	237,795	147,500	252,760	210,000
24 7140 GIFT SHOP SALES	34,599	39,375	27,500	42,758	30,000
SALE OF PROPERTY TOTAL	34,599	39,375	27,500	42,758	30,000
24 7320 CONTR PRIVATE SOURCES	710	845	100	780	100
CONTRIBUTION & IMPACT FEES TOTAL	710	845	100	780	100
24 7540 MISC REIMBURSEMENTS	0	0	100	0	100
REIMBURSEMENT FEES TOTAL	0	0	100	0	100
24 7600 MISC REVENUE	1,505	15,643	1,500	4,666	1,500
MISCELLANEOUS REVENUE TOTAL	1,505	15,643	1,500	4,666	1,500
24 9010 TRANSFER FROM GENERAL FUND-10	858,279	795,000	837,200	837,200	852,500
COMMUNITY SERVICE FEES	858,279	795,000	837,200	837,200	852,500
<b>24 LEARNING CENTER FUND</b>	<b>1,113,308</b>	<b>1,088,658</b>	<b>1,013,900</b>	<b>1,138,165</b>	<b>1,094,200</b>



# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
<b>25 ARTICLE III</b>					
25 5140 LOCAL TRANS FDS SB821	82,778	31,250	74,164	0	70,000
FEDERAL GRANTS TOTAL	82,778	31,250	74,164	0	70,000
<b>25 ARTICLE III</b>	<b>82,778</b>	<b>31,250</b>	<b>74,164</b>	<b>0</b>	<b>70,000</b>
<b>26 GRANT FUND</b>					
26 4100 INVESTMENT EARNINGS	0	0	0	14,442	0
26 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	0	0	0	0	0
INVESTMENT EARNINGS TOTAL	0	0	0	14,442	0
26 5100 GRANTS	7,949,527	6,449,404	21,312,182	4,180,689	43,734,980
GRANTS TOTAL	7,949,527	6,449,404	21,312,182	4,166,247	43,734,980
26 7540 MISC REIMBURSEMENT	99,154	0	0	0	0
26 7550 PUBLIC WORKS REIMBURSEMENT	815,452	0	0	0	0
REIMBURSEMENT FEES TOTAL	914,606	0	0	0	0
26 5100 TRANSFERS	438,243	0	0	0	0
TRANSFERS TOTAL	438,243	0	0	0	0
<b>26 GRANT FUND</b>	<b>9,302,376</b>	<b>6,449,404</b>	<b>21,312,182</b>	<b>4,180,689</b>	<b>43,734,980</b>
<b>28 COMMUNITY DEVELOPMENT BLOCK GRANT</b>					
28 5150 COMM DEV BLOCK GRANT	810,972	1,069,854	1,226,512	1,797,840	1,374,829
FEDERAL GRANTS	810,972	1,069,854	1,226,512	1,797,840	1,374,829
<b>28 COMMUNITY DEVELOPMENT BLOCK GRANT</b>	<b>810,972</b>	<b>1,069,854</b>	<b>1,226,512</b>	<b>1,797,840</b>	<b>1,374,829</b>
<b>29 HOME</b>					
29 5154 HOME BUYER ASSISTANCE REIMBURSEMENT	0	0	100,000	0	250,000
29 5155 HOUSING FIN ASSIST	1,367,584	468,042	321,597	894,944	553,110
FEDERAL GRANTS TOTAL	1,367,584	468,042	421,597	894,944	803,110
<b>29 HOME</b>	<b>1,367,584</b>	<b>468,042</b>	<b>421,597</b>	<b>894,944</b>	<b>803,110</b>
<b>30 STATE GAS TAX</b>					
30 4100 INVESTMENT EARNINGS	0	0	50	1072	0
INVESTMENT EARNINGS TOTAL	0	0	50	1,072	0
30 5431 STATE GAS TAX - 2016	379,827	378,981	405,623	375,785	384,650
30 5432 STATE GAS TAX - 2017	842,705	823,411	867,338	813,936	823,110
30 5490 STATE GAS TAX - 2015	639,492	641,574	663,648	617,729	656,362



# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
30 5491 HUTA LOAN REPAYMENT 2011	0	0	0	129,407	0
30 5495 MOTOR VEHICLE FUEL TAX (SEC. 7360)	585,099	304,755	1,115,606	443,289	1,001,113
***INTERGOVERNMENTAL REVENUE*** TOTAL	2,447,124	2,148,721	3,052,215	2,380,147	2,865,235
30 6688 GARDENDALE PVMT REHAB	0	44,541	0	-	0
***SERVICE FEES*** TOTAL	0	44,541	0	0	0
30 7822 PED IMPROVEMENTS	0	6,391	0	0	0
OTHER REVENUE TOTAL	0	6,391	0	0	0
30 9010 TRANSFER FROM GENERAL FUND-10	0	0	0	389,235	344,188
30 9026 TRANSFER FROM GRANT FUND-26	0	421,043	0	0	0
TRANSFERS TOTAL	0	421,043	0	389,235	344,188
30 STATE GAS TAX	2,447,124	2,620,697	3,052,265	2,770,454	3,209,423
<b>31 LSTA GRANT FUND</b>					
31 4100 INVESTMENT EARNINGS	0	366	200	1	0
31 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	0	-114	0	0	0
INVESTMENT EARNINGS TOTAL	0	252	200	1	0
31 5442 LIBRARY SERVICES & TECHNOLOGY	0	75,978	0	1,948	0
LIBRARY SERVICES & TECHNOLOGY TOTAL	0	75,978	0	1,948	0
31 7145 DONATION	0	0	0	0	0
DONATION TOTAL	0	0	0	0	0
31 LSTA GRANT FUND	0	76,230	200	1,949	0
<b>32 SB1 - TRANSPORTATION FUND</b>					
32 1200 SALES & USE TAX	0	0	954,812	485,659	1,890,300
SALES & USE TAX TOTAL	0	0	954,812	485,659	1,890,300
32 4100 INVESTMENT EARNINGS	0	0	0	449	0
INVESTMENT EARNINGS TOTAL	0	0	0	449	0
32 SB1 - TRANSPORTATION FUND	0	0	954,812	486,108	1,890,300
<b>33 MEASURE S</b>					
33 1200 SALES & USE TAX	0	0	4,300,000	0	0
33 1202 SALES & USE MEASURE S	0	1,052,907	0	0	0
SALES & USE TAX TOTAL	0	1,052,907	4,300,000	0	0
33 4100 INVESTMENT EARNINGS	0	996	0	5,628	25,000
33 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	0	-1,762	0	0	0
INVESTMENT EARNINGS TOTAL	0	-765	0	5,628	25,000



# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
33 7160 BOND PROCEEDS	0	0	0	50,922,629	0
***OTHER REVENUE*** TOTAL	0	0	0	50,922,629	0
33 MEASURE S	0	1,052,142	4,300,000	50,928,258	25,000
<b>34 NASA INFRASTRUCTURE</b>					
34 4100 INVESTMENT EARNINGS	1,914	2,269	1,000	1,304	2,000
34 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	766	-1,701	0	0	0
INVESTMENT EARNINGS TOTAL	2,680	568	1,000	1,304	2,000
34 NASA INFRASTRUCTURE	2,680	568	1,000	1,304	2,000
<b>35 MEASURE S SALES TAX</b>					
35 1202 SALES & USE TAX	0	0	0	3,476,109	4,600,000
SALES & USE TAX TOTAL	0	0	0	3,476,109	4,600,000
35 4100 INVESTMENT EARNINGS	0	0	0	11,521	0
INVESTMENT EARNINGS TOTAL	0	0	0	11,521	0
35 7110 SALE OF LAND	0	0	0	0	3,000,000
OTHER REVENUE TOTAL	0	0	0	0	3,000,000
35 MEASURE S SALES TAX	0	0	0	3,487,630	7,600,000
<b>38 VEHICLE IMPACT FEES</b>					
38 7300 VEHICLE IMPACT FEES	352,812	1,393,797	1,400,000	1,125,944	1,595,000
	352,812	1,393,797	1,400,000	1,125,944	1,595,000
38 VEHICLE IMPACT FEES	352,812	1,393,797	1,400,000	1,125,944	1,595,000
<b>40 CAPITAL PROJECT</b>					
40 2200 PARKING STALL FEES	6,318	6,384	0	0	0
PARKING STALL FEES TOTAL	6,318	6,384	0	0	0
40 4200 RENTS & CONCESSIONS	0	0	0	361	0
INTEREST & RENT TOTAL	0	0	0	361	0
40 5300 STATE GRANTS	39,700	141,630	0	0	0
STATE GRANTS TOTAL	39,700	141,630	0	0	0
40 7145 DONATION	75,000	20,000	0	0	0
SALE OF PROPERTY	75,000	20,000	0	0	0
40 7340 PARK IN-LIEU FEES	127,511	67,538	0	14,536	0
CONTRIBUTIONS & IMPACT FEES	127,511	67,538	0	14,536	0



# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
40 7540 MISC REIMBURSEMENTS	132,234	0	0	0	0
MISC REIMBURSEMENTS TOTAL	132,234	0	0	0	0
40 9010 TRANSFERS FROM GENERAL FUND-10	3,338,100	450,000	424,165	0	0
TRANSFERS TOTAL	3,338,100	450,000	424,165	0	0
40 CAPITAL PROJECT	3,718,863	685,552	424,165	14,897	0

51 WATER UTILITY					
51 4100 INVESTMENT EARNINGS	116,786	167,068	50,000	101,387	50,000
51 4101 INTEREST ON INVESTMENT TRUSTEE	0	0	0	0	0
51 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	86,440	-133,219	0	0	0
INVESTMENT EARNINGS TOTAL	203,227	33,849	50,000	101,387	50,000
51 4200 RENTS & CONCESSIONS	128,137	140,562	120,000	202,557	120,000
RENTS & CONCESSIONS TOTAL	128,137	140,562	120,000	202,557	120,000
51 5100 FEDERAL GRANTS	0	0	0	80,303	0
FEDERAL GRANTS TOTAL	0	0	0	80,303	0
51 6326 ENGINEERING INSPECTION FEES	0	1,000	0	0	0
ENVIRONMENTAL FEES TOTAL	0	1,000	0	0	0
51 6510 WATER SALES	15,900,226	16,688,095	15,000,000	15,616,971	15,000,000
51 6520 METER INSTALLATION	69,650	29,515	36,000	63,750	36,000
51 6530 TURN-ON CHARGES	14,645	14,255	12,000	14,739	12,000
51 6532 SPECIAL NOTICE FEE(TAG)	61,480	60,500	60,000	64,120	60,000
51 6534 LATE NOTICE FEE (PINK NOTICE)	64,410	65,158	60,000	64,220	60,000
51 6540 HYDRANT RENTAL	475	550	100	525	100
51 6550 MAIN EXTENSION & PD CAP	0	-5	100	0	100
51 6560 MISC INCOME-OPERATING	9,005	15,105	10,000	8,755	10,000
PUBLIC WORKS FEES TOTAL	16,119,891	16,873,172	15,178,200	15,833,081	15,178,200
51 7540 MISC REIMBURSEMENTS	46,454	14,567	5,000	-2,551	5,000
51 7555 UTILITY REBATE	0	0	0	167,871	0
REIMBURSEMENT FEES TOTAL	46,454	14,567	5,000	165,320	5,000
51 7600 MISC REVENUE	899,783	13,385	5,000	8,916	5,000
MISC REVENUE TOTAL	899,783	13,385	5,000	8,916	5,000
51 WATER UTILITY	17,397,492	17,076,535	15,358,200	16,391,565	15,358,200

52 GOLF COURSE					
52 3130 MISC FINES & PENALTIES	0	0	0	28,400	0
FINES TOTAL	0	0	0	28,400	0



# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
52 4100 INVESTMENT EARNINGS	895	2,762	100	2,047	1,500
52 4101 INTEREST ON INVESTMENT TRUSTEES	0	0	0	0	0
52 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	54,701	-10,136	0	0	0
INVESTMENT EARNINGS TOTAL	55,596	-7,374	100	2,047	1,500
52 4220 CLUB HOUSE CONCESSION	131,554	133,196	120,000	124,940	120,000
RENTS & CONCESSIONS TOTAL	131,554	133,196	120,000	124,940	120,000
52 6610 GREEN FEES	2,038,098	2,031,502	2,005,000	2,097,612	2,005,000
52 6621 CART FEES' CITY OWNED	607,100	602,488	575,000	613,333	600,000
52 6630 DRIVING RANGE FEES	153,372	166,138	150,000	166,828	150,000
COMMUNITY SERVICE FEES TOTAL	2,798,570	2,800,127	2,730,000	2,877,774	2,755,000
52 7130 SALE OF EQUIPMENT	36,488	299	100	0	0
SALE OF PROPERTY TOTAL	36,488	299	100	0	0
52 7540 MISC REIMBURSEMENTS	23,715	0	100	0	0
REIMBURSEMENT FEES TOTAL	23,715	0	100	0	0
52 7670 CASH SHORT AND OVER	0	0	0	-40	0
MISC REVENUE	0	0	0	-40	0
52 9010 TRANSFER FROM GENERAL FUND-10	200,000	200,000	125,000	125,000	110,000
TRANSFERS IN TOTAL	200,000	200,000	125,000	125,000	110,000
52 GOLF COURSE	3,245,922	3,126,249	2,975,300	3,158,121	2,986,500

## 54 TRANSIT (PROP C)

54 1200 SALES & USE TAX	1,695,742	1,723,334	1,757,088	1,885,239	1,848,072
SALES & USE TAX TOTAL	1,695,742	1,723,334	1,757,088	1,885,239	1,848,072
54 4100 INVESTMENT EARNINGS	3,245	5,942	600	3,996	5,000
54 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	831	-7,536	0	0	0
INVESTMENT EARNINGS TOTAL	4,075	-1,595	600	3,996	5,000
54 4200 RENTS & CONCESSIONS	0	0	0	0	0
RENTS & CONCESSIONS TOTAL	0	0	0	0	0
54 5120 FAU/ISTEA	0	0	0	0	0
FEDERAL GRANTS TOTAL	0	0	0	0	0
54 7540 MISC REIMBURSEMENTS	74,994	459,653	100	0	0
54 7550 PUBLIC WORKS REIMBURSEMENTS	0	0	100	0	0
REIMBURSEMENT FEES TOTAL	74,994	459,653	200	0	0
54 9026 TRANSFERS FROM GAS TAX-26	0	99,534	0	0	0
TRANSFERS IN TOTAL	0	99,534	0	0	0
54 TRANSIT (PROP C)	1,774,811	2,280,927	1,757,888	1,889,234	1,853,072



# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
<b>55 TRANSIT (PROP A)</b>					
55 1200 SALES & USE TAX	1,905,564	2,078,374	2,118,317	2,129,849	2,228,006
SALES & USE TAX TOTAL	1,905,564	2,078,374	2,118,317	2,129,849	2,228,006
55 4100 INVESTMENT EARNINGS	2,702	6,158	1,000	5,234	5,000
55 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	647	-5,067	0	0	0
INVESTMENT EARNINGS TOTAL	3,349	1,092	1,000	5,234	5,000
55 4200 RENTS & CONCESSIONS	32,268	36,106	32,000	50,627	32,000
RENTS & CONCESSIONS TOTAL	32,268	36,106	32,000	50,627	32,000
55 5189 SR CITIZENS TRAN FARE	8,930	13,138	7,500	10,293	10,000
55 5193 BUS PASS CHARGES	-17,027	-12,514	0	-10,967	0
55 5195 BUS PASSES - DOWNEYLINK	1,764	923	500	1,650	0
FEDERAL GRANTS TOTAL	-6,333	1,547	8,000	976	10,000
55 5305 OPEN STREET GRANT	62,256	125,528	0	0	0
SALE OF PROPERTY TOTAL	62,256	125,528	0	0	0
55 7130 SALE OF EQUIPMENT	0	0	0	41,599	0
SALE OF PROPERTY TOTAL	0	0	0	41,599	0
55 7540 MISC REIMBURSEMENTS	32,130	33,700	1,000	0	0
REIMBURSEMENT FEES TOTAL	32,130	33,700	1,000	0	0
55 7600 MISC REVENUE	17,741	12,740	12,000	11,325	12,000
MISCELLANEOUS REVENUE TOTAL	17,741	12,740	12,000	11,325	12,000
55 9054 TRANSFER FROM PROP C FUND-54	335,000	900,000	1,000,000	1,000,000	1,000,000
55 9056 TRANSFER FROM MEASURE R-FUND 56	774,510	0	0	0	0
TRANSFERS IN TOTAL	1,109,510	900,000	1,000,000	1,000,000	1,000,000
<b>55 TRANSIT (PROP A)</b>	<b>3,156,485</b>	<b>3,189,086</b>	<b>3,172,317</b>	<b>3,239,609</b>	<b>3,287,006</b>
<b>56 TRANSIT (MEAS R)</b>					
56 1203 SALES TAX - MEASURE R	1,414,407	1,335,028	1,317,842	1,467,827	1,386,083
SALES & USE TAX TOTAL	1,414,407	1,335,028	1,317,842	1,467,827	1,386,083
56 4100 INVESTMENT EARNINGS	14,134	11,173	5,000	6,012	10,000
56 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	4,193	-9,135	0	0	0
INVESTMENT EARNINGS TOTAL	18,327	2,038	5,000	6,012	10,000
56 7600 MISC REVENUE	0	0	0	0	0
MISCELLANEOUS REVENUE TOTAL	0	0	0	0	0



# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
56 9026 TRANSFER FROM GRANT FUND-26	0	54,265	0	0	0
TRANSFERS IN TOTAL	0	54,265	0	0	0
<b>56 TRANSIT (MEAS R)</b>	<b>1,432,734</b>	<b>1,391,331</b>	<b>1,322,842</b>	<b>1,473,839</b>	<b>1,396,083</b>
<b>57 TRANSIT (MEAS M)</b>					
57 1200 SALES & USE TAX	0	0	1,345,376	1,199,126	1,570,861
SALES & USE TAX TOTAL	0	0	1,345,376	1,199,126	1,570,861
57 4100 INVESTMENT EARNINGS	0	0	0	1,469	0
SALES & USE TAX TOTAL	0	0	0	1,469	0
<b>57 TRANSIT (MEAS M)</b>	<b>0</b>	<b>0</b>	<b>1,345,376</b>	<b>1,200,594</b>	<b>1,570,861</b>
<b>61 EMPLOYEE BENEFIT</b>					
61 4100 INTEREST ON INVESTMENT	0	14	0	0	0
61 4101 INTEREST ON INVESTMENT TRUSTEE	0	0	0	0	0
61 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	71,951	-8,362	0	0	0
INVESTMENT EARNINGS TOTAL	71,951	-8,348	0	0	0
61 4300 INT-LOAN TO OTHER FUNDS	0	3,789	0	0	0
	0	3,789	0	0	0
61 7417 W/C CHARGE TO OTHER FUNDS	1,885,206	1,962,553	0	2,109,907	1,450,000
CHARGE TO CITY FUNDS TOTAL	1,885,206	1,962,553	0	2,109,907	1,450,000
61 7540 MISC REIMBURSEMENTS	565	275	0	1,375	1,100
REIMBURSEMENT FEE TOTAL	565	275	0	1,375	1,100
61 7600 MISC REVENUE	4,210	0	0	0	0
MISCELLANEOUS REVENUE TOTAL	4,210	0	0	0	0
<b>61 EMPLOYEE BENEFIT</b>	<b>1,961,932</b>	<b>1,958,269</b>	<b>0</b>	<b>2,111,282</b>	<b>1,451,100</b>
<b>62 EQUIPMENT</b>					
62 4101 INTEREST ON INVESTMENT TRUSTEE	0	14	0	0	0
62 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	71,951	-8,362	0	0	0
INVESTMENT EARNINGS TOTAL	71,951	-8,348	0	0	0
62 7110 SALE OF LAND	0	0	0	0	3,000,000
62 7130 SALE OF EQUIPMENT	27,430	9,127	1,000	7,907	1,000
SALE OF PROPERTY TOTAL	27,430	9,127	1,000	7,907	3,001,000
62 7403 CHARGE TO OTHER FUNDS	2,458,228	2,445,636	2,600,000	3,129,684	2,605,990
CHARGE TO CITY FUNDS	2,458,228	2,445,636	2,600,000	3,129,684	2,605,990





# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
62 7540 MISC REIMBURSEMENTS	449,655	0	100	0	100
REIMBURSEMENT FEES	449,655	0	100	0	100
62 7600 MISC REVENUE	2,198	4,323	1,500	1,492	1,500
MISCELLANEOUS REVENUE TOTAL	2,198	4,323	1,500	1,492	1,500
62 9010 TRANSFER FROM GENERAL FUND-10	2,132	0	0	0	79,500
TRANSFERS IN TOTAL	2,132	0	0	0	79,500
62 EQUIPMENT	3,011,594	2,450,737	2,602,600	3,139,082	5,688,090
<b>65 CIVIC CENTER MAINTENANCE</b>					
65 7403 CHARGE TO OTHER FUNDS	1,150,000	1,350,000	1,350,000	1,350,000	1,350,000
CHARGE TO OTHER FUNDS TOTAL	1,150,000	1,350,000	1,350,000	1,350,000	1,350,000
65 CIVIC CENTER MAINTENANCE	1,150,000	1,350,000	1,350,000	1,350,000	1,350,000
<b>70 SEWC</b>					
70 4100 INVESTMENT EARNINGS	0	1,892	700	1,068	0
70 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	0	-1,352	0	0.00	0
MISCELLANEOUS REVENUE TOTAL	0	540	700	1,068	0
70 6675 ANNUAL MEMBERSHIP DUES	0	27,500	110,000	55,000	0
COMMUNITY SERVICE FEES TOTAL	0	27,500	110,000	55,000	0
70 SEWC	0	28,040	110,700	56,068	0
<b>72 SEWER &amp; STORM DRAIN</b>					
72 4100 INVESTMENT EARNINGS	42,538	41,380	15,000	22,099	15,000
72 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	16,925	-30,109	0	0	0
INVESTMENT EARNINGS TOTAL	59,463	11,271	15,000	22,099	15,000
72 5300 STATE GRANTS	0	0	0	307,348	0
STATE GRANTS TOTAL	0	0	0	307,348	0
72 6321 STORM WATER MS4 PERMIT FEE (NON-STATE)	16,009	15,223	5,000	25,528	5,000
72 6322 STORM WATER MS4 PERMIT FEE (STATE)	0	1,350	100	885	100
72 6340 SEWER SURCHARGE	1,401,401	1,442,030	1,350,000	1,306,893	1,350,000
ENVIRONMENTAL FEES TOTAL	1,417,410	1,458,602	1,355,100	1,333,306	1,355,100
72 7540 MISC REIMBURSEMENTS	0	5,921	0	0	0
REIMBURSEMENT FEES TOTAL	0	5,921	0	0	0



# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
72 9010 TRANSFERS FROM GENERAL FUND-10	130,011	150,000	0	0	0
72 9026 TRANSFER FROM GAS TAX FUND-26	503,406	0	560,250	0	0
72 9030 TRANSFER FROM GAS TAX FUND-30	0	534,307	0	560,250	560,250
72 9051 TRANSFER FROM WATER FUND-51	489,000	550,500	575,000	575,000	575,000
TRANSFERS TOTAL	1,122,417	1,234,807	1,135,250	1,135,250	1,135,250
72 SEWER & STORM DRAIN	2,599,290	2,710,601	2,505,350	2,798,003	2,505,350
<b>76 LIABILITY INSURANCE</b>					
76 7403 CHARGE TO OTHER FUNDS	1,250,000	1,430,000	1,578,490	1,431,000	2,132,860
76 7417 W/C CHARGE TO OTHER FUNDS	0	0	0	0	0
CHARGE TO OTHER FUNDS TOTAL	1,250,000	1,430,000	1,578,490	1,431,000	2,132,860
76 7540 MISC REIMBURSEMENTS	1,500	63,775	1,500	0	0
REIMBURSEMENT FEES TOTAL	1,500	63,775	1,500	0	0
76 LIABILITY INSURANCE	1,251,500	1,493,775	1,579,990	1,431,000	2,132,860
<b>77 CATV</b>					
77 1880 CABLE TV PEG	154,910	118,913	110,000	58,597	110,000
OTHER TAXES TOTAL	154,910	118,913	110,000	58,597	110,000
77 CATV	154,910	118,913	110,000	58,597	110,000
<b>78 ASSET FORFEITURE</b>					
78 4100 INTEREST	19,577	11,440	4,000	697	4,000
INVESTMENT EARNINGS TOTAL	19,577	11,440	4,000	697	4,000
78 5196 ASSET FORFEITURE-FED JUSTICE FUNDS	1,087,402	639,716	500,000	229,979	200,000
FEDERAL GRANTS TOTAL	1,087,402	639,716	500,000	229,979	200,000
78 5370 ASSET FORFEITURE-STATE FUNDS	50,355	723,156	50,000	328,551	50,000
STATE GRANTS TOTAL	50,355	723,156	50,000	328,551	50,000
78 5421 JUSTICE DEPT REVENUE	0	0	0	0	0
INTERGOVERNMENTAL REVENUE TOTAL	0	0	0	0	0
78 5560 ASSET FORFEITURE-LA IMPACT TREAS. FUND	-27,539	47,252	0	-46,696	0
78 5561 ASSET FORFEITURE-LA IMPACT OTHERS	0	0	0	13,546	0
COUNTY/ LOCAL REVENUE TOTAL	-27,539	47,252	0	-33,149	0
78 ASSET FORFEITURE	1,129,796	1,421,565	554,000	526,078	254,000



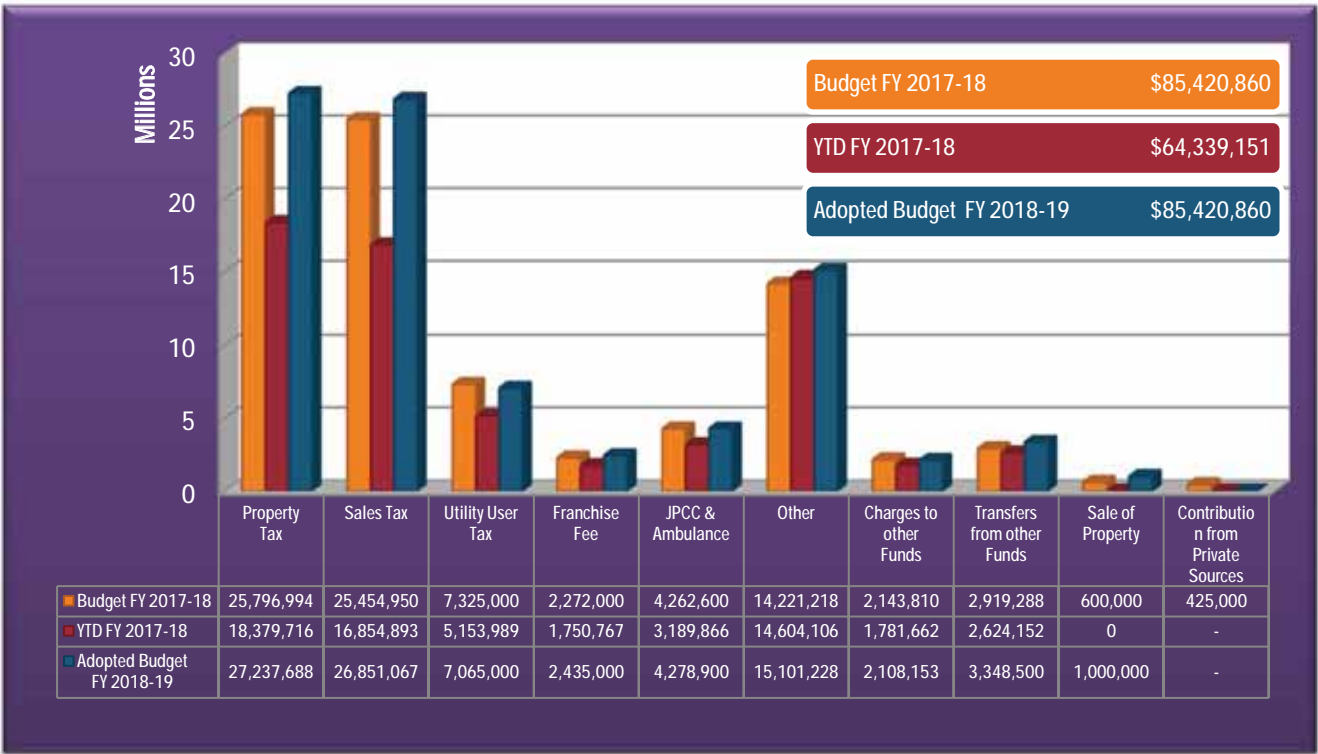
# FY 2018-19 BUDGET REVENUE SUMMARY

	Actual FY 2015-16	Actual FY 2016-17	Adopted Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
<b>84 SUCCESSOR AGENCY - HOUSING</b>					
84 4100 INVESTMENT EARNINGS	9,183	11,306	0	7,781	10,000
84 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	3,801	-8,317	0	0	0
INVESTMENT EARNINGS TOTAL	12,983	2,989	0	7,781	10,000
84 4200 RENTS & CONCESSIONS	3,317		0	0	0
RENT & CONCESSIONS TOTAL	3,317	0	0	0	0
84 4300 INT-LOAN TO OTHER FUNDS	0	15,052	0	0	0
INTEREST TOTAL	0	15,052	0	0	0
84 7100 SALE OF PROPERTY	0		0	0	0
SALE OF PROPERTY TOTAL	0	0	0	0	0
84 7710 SUBSIDY LOAN REFUND	159,997	78,798	0	257,053	0
LOANS & LOAN PROCEEDS TOTAL	159,997	78,798	0	257,053	0
84 9091 TRANSFER FROM REDEVELOPMENT AGENCY	85,250	0	85,045	0	0
TRANSFERS IN TOTAL	85,250	0	85,045	0	0
<b>84 SUCCESSOR AGENCY - HOUSING</b>	<b>261,547</b>	<b>96,839</b>	<b>85,045</b>	<b>264,834</b>	<b>10,000</b>
<b>91 REDEVELOPMENT AGENCY</b>					
91 1110 PROP TAX-SECURED	1,601,841	1,303,785	1,453,482	260,556	1,901,591
PROPERTY TAXES TOTAL	1,601,841	1,303,785	1,453,482	260,556	1,901,591
91 4100 INVESTMENT EARNINGS	15,629	26,118	0	12,412	0
91 4150 UNREALIZED GAIN/LOSS ON INVESTMENTS	8,145	-23,379	0	0	0
INVESTMENT EARNINGS TOTAL	23,774	2,738	0	12,412	0
91 7110 SALE OF LAND	0	20,000	0	0	0
OTHER REVENUE TOTAL	0	20,000	0	0	0
<b>91 REDEVELOPMENT AGENCY</b>	<b>1,625,615</b>	<b>1,326,523</b>	<b>1,453,482</b>	<b>272,968</b>	<b>1,901,591</b>
<b>93 CRA DEBT SERVICE</b>					
93 7610 INT INCOME BOND TRUST	38,809	39,042	0	38,959	35,000
MISCELLANEOUS REVENUE TOTAL	38,809	39,042	0	38,959	35,000
93 9091 TRANSFER FROM REDEVELOPMENT AGENCY	1,986,260	1,686,419	630,081	135,556	1,647,091
TRANSFERS IN TOTAL	1,986,260	1,686,419	630,081	135,556	1,647,091
<b>93 CRA DEBT SERVICE</b>	<b>2,025,069</b>	<b>1,725,461</b>	<b>630,081</b>	<b>174,515</b>	<b>1,682,091</b>
<b>GRAND TOTAL</b>	<b>\$ 147,480,247</b>	<b>\$ 144,242,063</b>	<b>\$ 158,860,967</b>	<b>\$ 191,430,308</b>	<b>\$ 197,056,154</b>

# REVENUE – GENERAL FUND

General Fund revenues, including transfers-in, are projected to increase by 4.3% from last year’s budget, of which \$4,600,000 or 5.4% of total revenues is due to the voter-approved temporary ½ cent sales tax. The revenue by fiscal year is shown on the chart below. To provide a more meaningful comparison of revenue expectations, the following descriptions compare the FY 2018- 19 budget revenues to the FY 2019-20 revenue projections. The corresponding General Fund appropriations are up 3.7% compared with prior year. Approximately \$3.8 million or 4.4% of the expenditure increase is funded specifically by Measure S revenues.

## General Fund Revenue Type By Fiscal Year

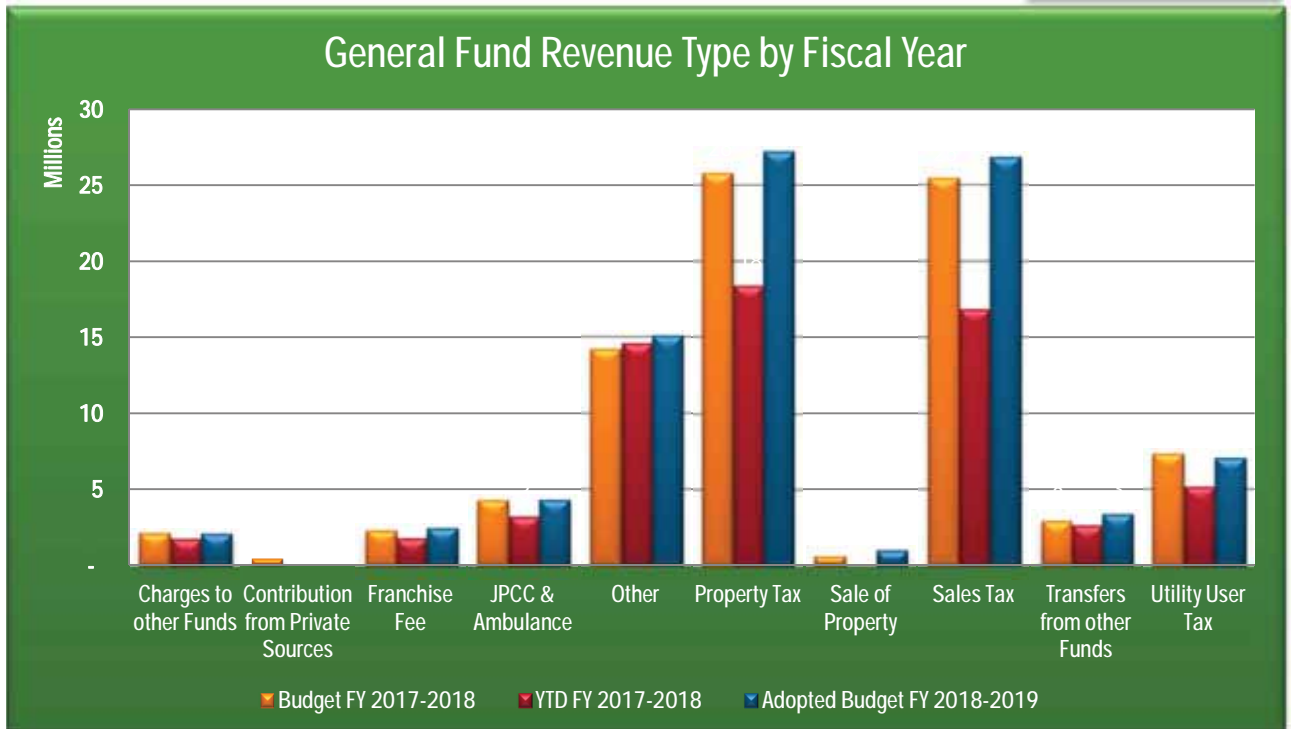
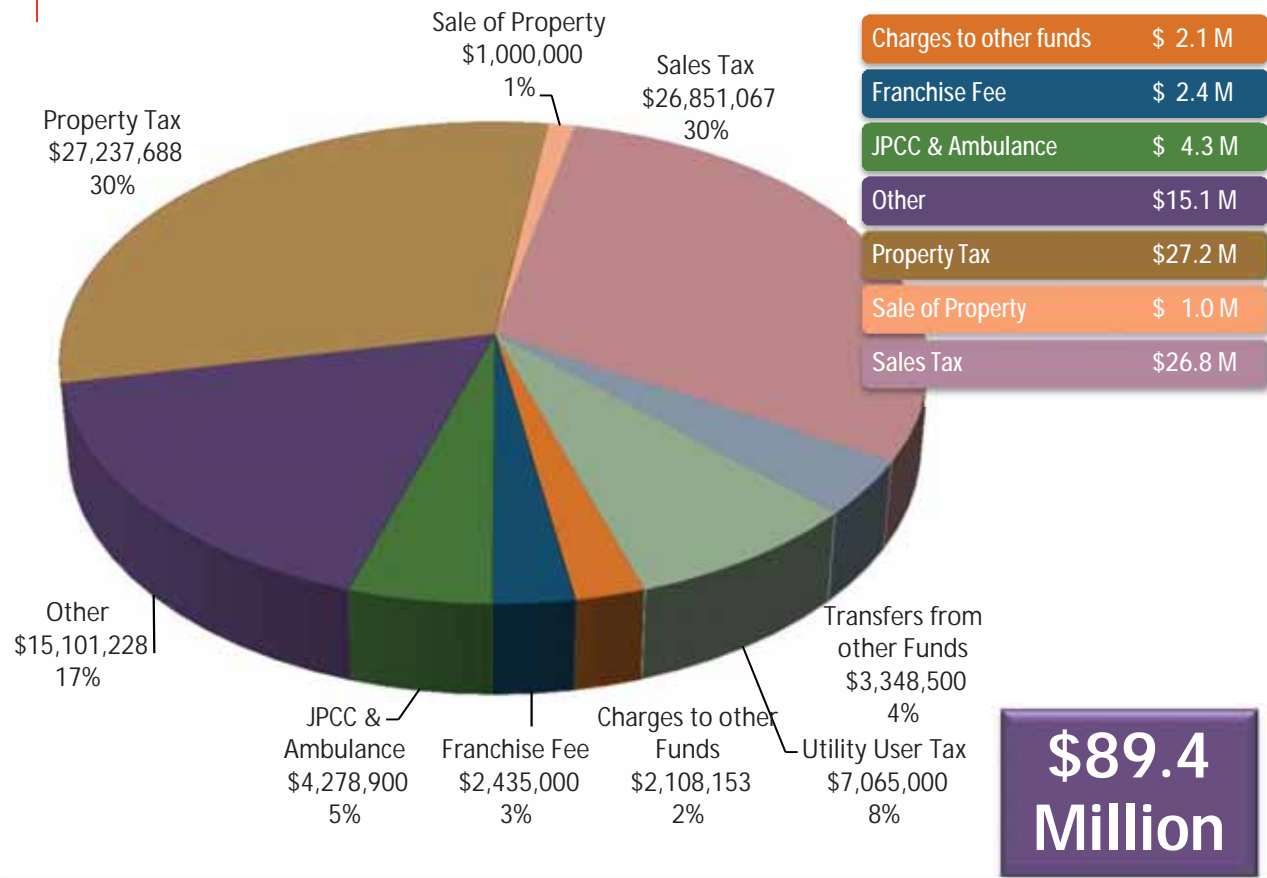


Transfers-in are projected to increase 15%. Transfers-in are funds the General Fund receives from other City funds to reimburse for qualified costs. Note that this is the third year in which the General Fund will provide a substantial subsidy to the Golf Course Fund.

Fund	FY 2017-18	FY 2018-19
Gas Tax Fund	\$1,540,053	\$1,588,662
CDBG Fund	190,000	165,650
Water Fund	800,000	800,000
Equipment Fund	0	290,000
Vehicle Impact Fee	389,235	344,188
Hazardous Materials Grant Fund	0	160,000
<b>Total Transfers-In General Fund</b>	<b>2,919,288</b>	<b>\$3,348,500</b>

# REVENUE

## Total General Fund Revenue FY 2018-2019



## Major Revenue Sources and Basis for Estimates

In Fiscal Year 2018-19, the overall major revenue estimate is \$89,425,536, up 4.92% compared with last year's total revenue projection of \$85,231,802. Of the 4.92% increase in revenues, \$4,600,000 or 6.98% is due to Measure S revenues. As detailed in the basis for estimates in the next several pages, other than sales tax, it is not anticipated that revenues will increase much and projections are for conservatively slow growth.

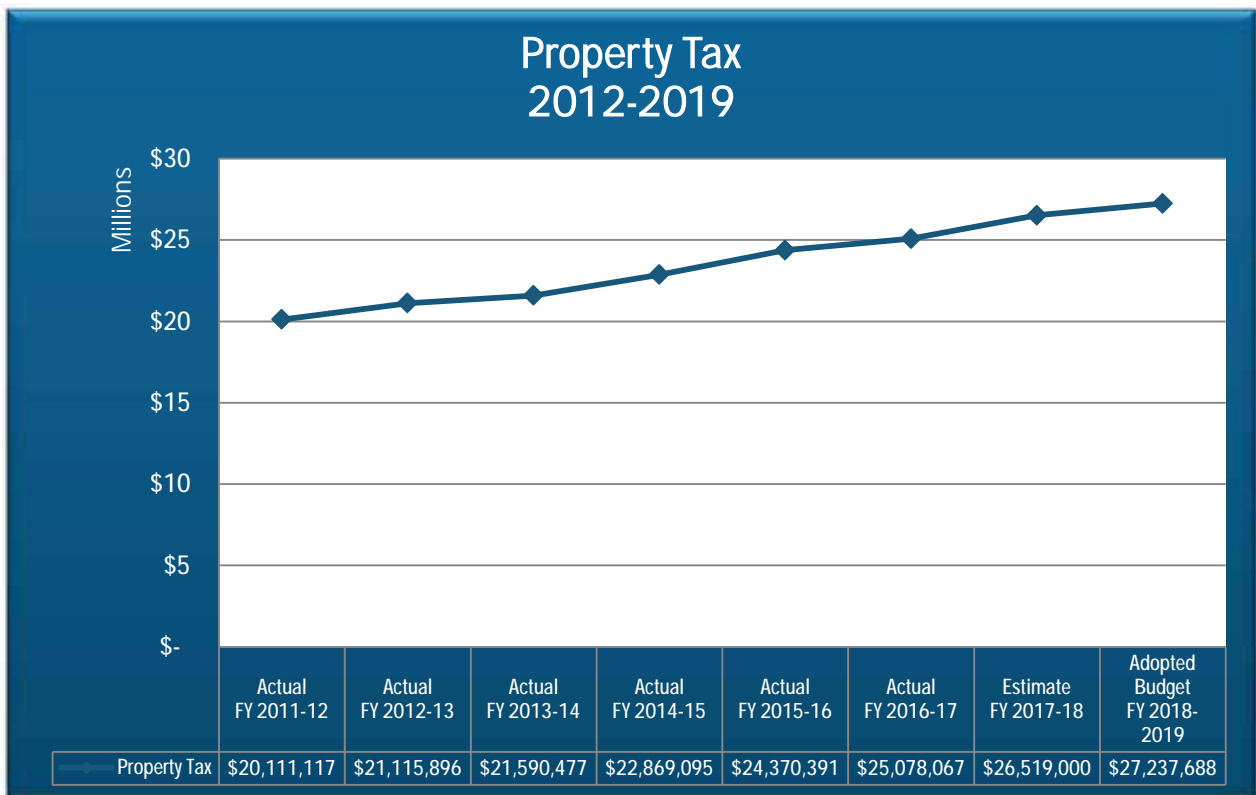
Revenue Type	Budget FY 2017-18	Budget FY 2018-19	% Change
Property Tax	\$25,796,994	\$27,237,688	5.58%
Sales Tax	21,154,950	22,251,067	5.18%
Sales Tax (Measure S)	4,300,000	4,600,000	6.98%
Utility User Tax	7,325,000	7,065,000	-3.55%
Franchise Fee	2,272,000	2,435,000	7.17%
JPCC & Ambulance	4,262,600	4,278,900	0.38%
Other	15,057,160	16,101,228	6.93%
Charges to other Funds	2,143,810	2,108,153	-1.66%
Transfers from other Funds	2,919,288	3,348,500	14.7%
<b>TOTAL</b>	<b>85,231,802</b>	<b>89,425,536</b>	<b>4.92%</b>

The following are the major revenue sources and basis for estimates for the General Fund. These revenue sources comprise over 79% of the City's General Fund Revenues. Other Revenues not detailed herein are estimated based upon local trends and historical data.

## Major Revenue Sources and Basis for Estimates

### Property Tax

Property Tax remains the largest component of General Fund revenues (30% of this year’s total revenue) and is expected to increase by 5.5% in FY 2018-19. Steady growth is expected in FY 2018-19 and beyond due to an improving housing market. Property tax is estimated based on past data, local economic trends and independent third party analysis. While the overall property tax rate in Downey is 1%, the City receives just 13.97% of that property tax rate – meaning for every \$1 in property tax paid, only about 14 cents is returned to the City.



The information graphic on the following page illustrates how the county distributes property tax revenues.

**Major Revenue Sources and Basis for Estimates**

City of Downey Property Tax Dollar Breakdown



- \$0.01394 Co. Sanitation Dist. No. 2 Operating
- \$0.01035 LA Co Flood Control Maintenance
- \$0.00768 LA Co FFW
- \$0.00743 LA Co School Service Fund—Downey
- \$0.00291 Children’s Instil. Tuition Fund
- \$0.00183 LA Co Flood Dr. Imp. District Maintenance

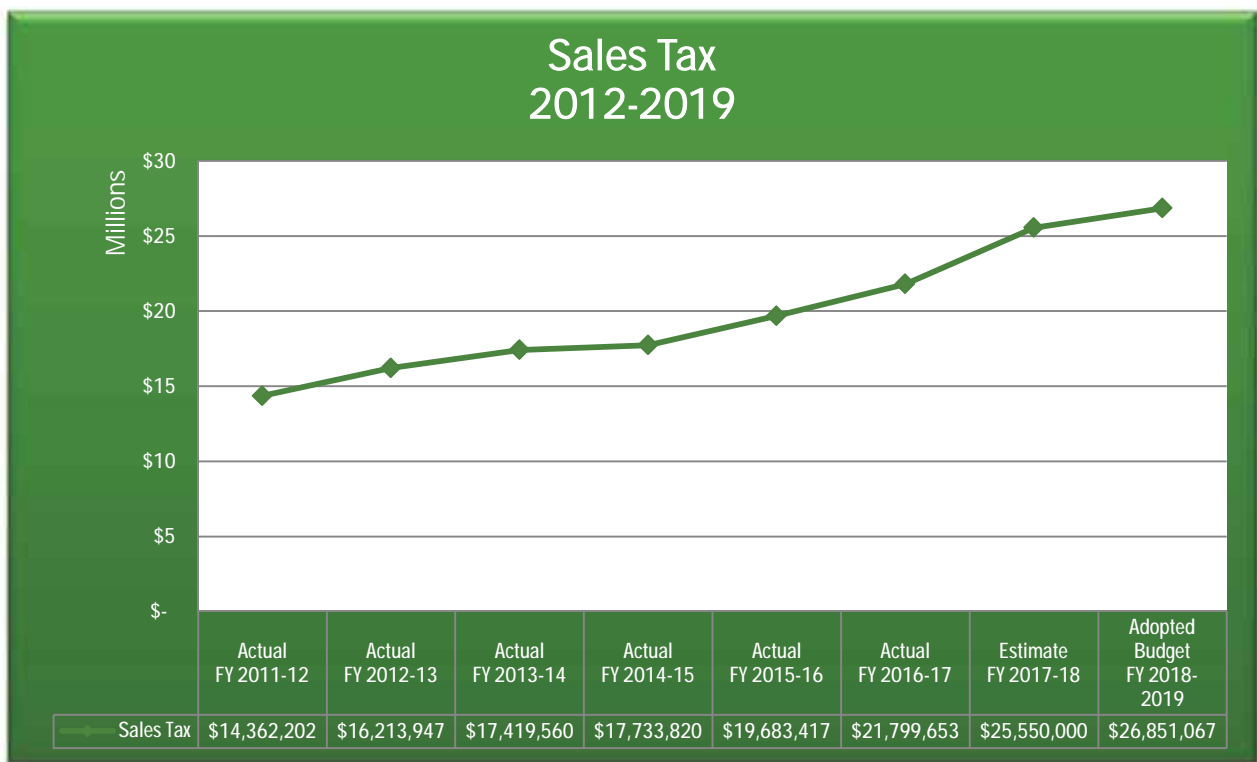
- \$0.00146 LA Co School Services
- \$0.00089 Downey Cemetery District
- \$0.00052 Develop. Center Handicapped Minor—Downey
- \$0.00039 Greater LA Co Vector Control District
- \$0.00018 Water Replenishment District of So. Cal.
- \$0.00012 LA Co Accum. Cap. Outlay



## Major Revenue Sources and Basis for Estimates

### Sales and Use Tax

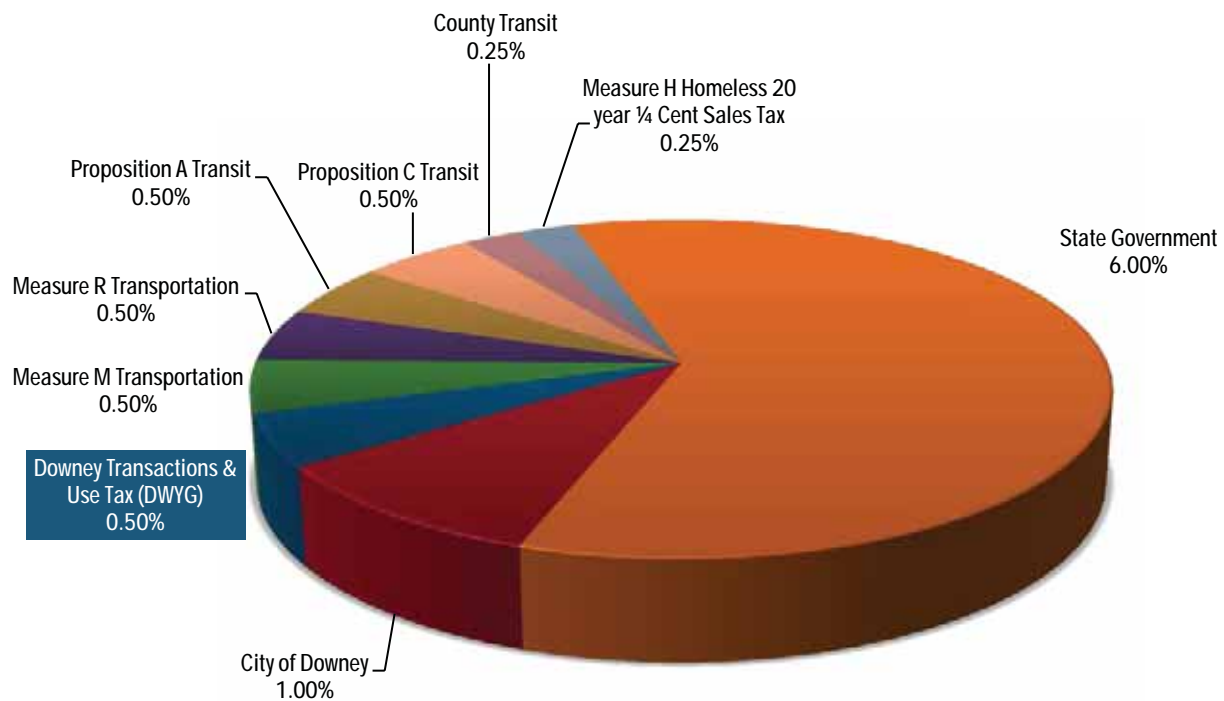
Now a few years post-recession, the City is still experiencing steady increase in sales and use tax revenue. As noted previously in this document, nearly two thirds of Downey voters approved a temporary half-cent sales tax, which businesses began collecting in April 2017 and was remitted to the City by the State beginning in September 2017. This temporary revenue is expected to generate approximately \$4,600,000 next fiscal year. With regard to non-Measure S revenues, the City's sales tax revenues derived from local automobile dealerships have increased faster than the overall sales tax revenue growth due to pent up demand during the recession, and lower gas prices.



## Major Revenue Sources and Basis for Estimates

City of Downey Sales Tax Breakdown

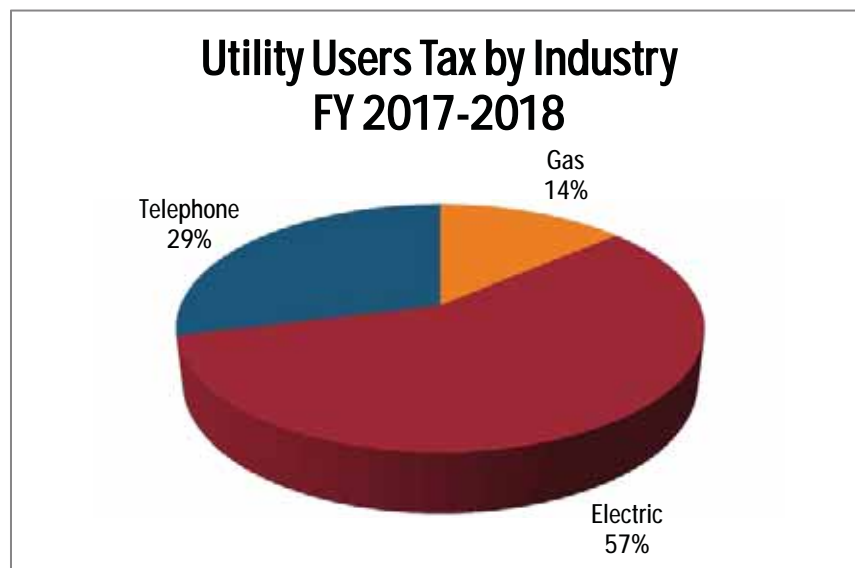
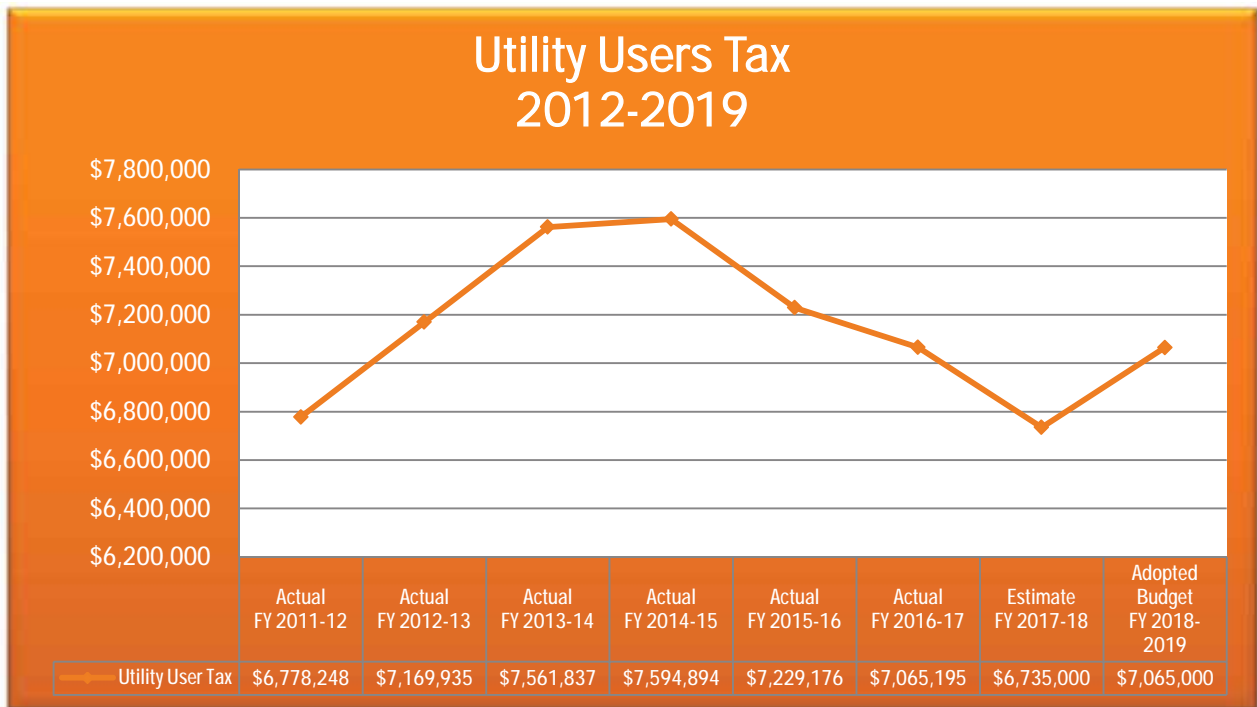
State Government	6.00%
City of Downey	1.00
City of Downey – 20 year ½ Cent Sales Tax	0.50
Measure M Transportation	0.50
Measure R Transportation	0.50
Proposition A Transit	0.50
Proposition C Transit	0.50
County Transportation Fund	0.25
Measure H Homeless 20 year ¼ Cent Sales Tax	0.25
<b>Total</b>	<b>10.00%</b>



**Major Revenue Sources and Basis for Estimates**

**Utility Users Tax**

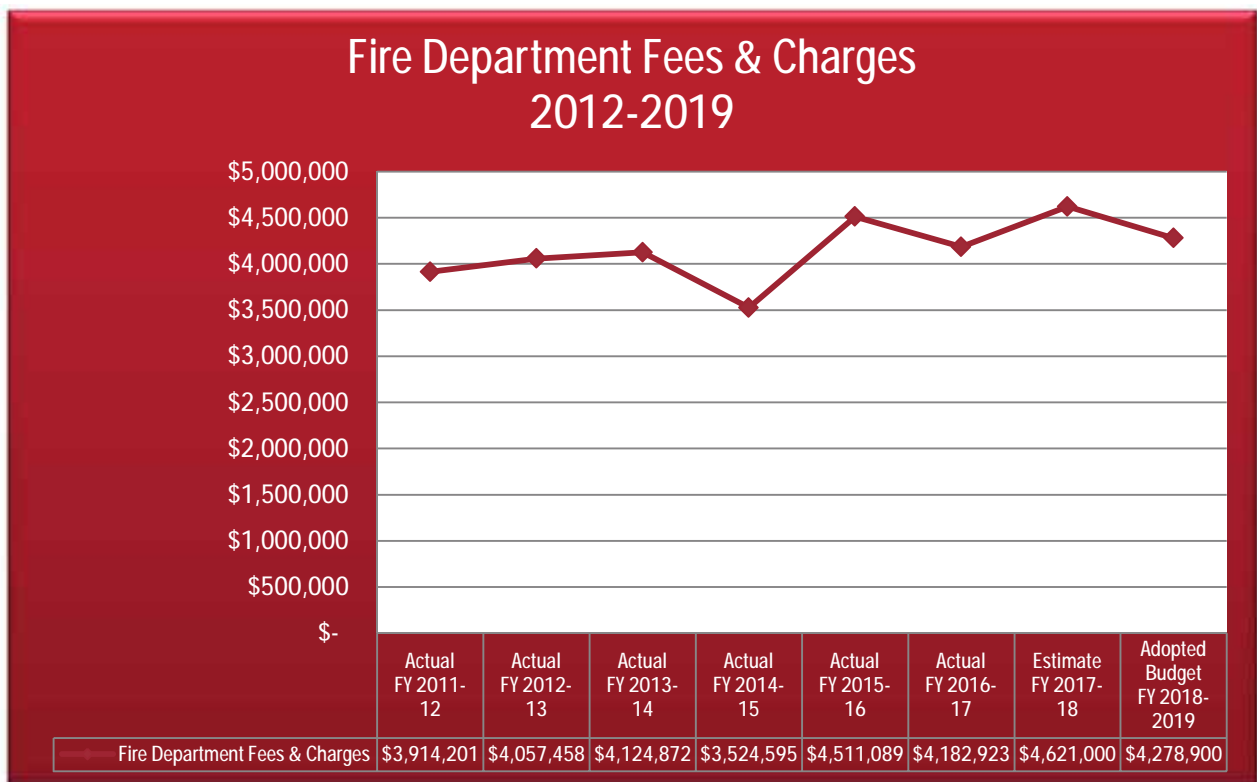
Utility Users Tax is the third largest revenue generator for the city. This tax is generated by gas, electric and telecommunications. Due to changes in the telecommunications market, with more households opting out of the use of land-lines in favor of cellular phones, the UUT is expected to decline slightly, by 4% or about \$260,000 for fiscal year 2018-19. The estimates for decrease are based on past and current data and trend analysis. The pie chart below provides the dollar figures for each category of utility included in the UUT.



## Major Revenue Sources and Basis for Estimates

### Fire Department Fees

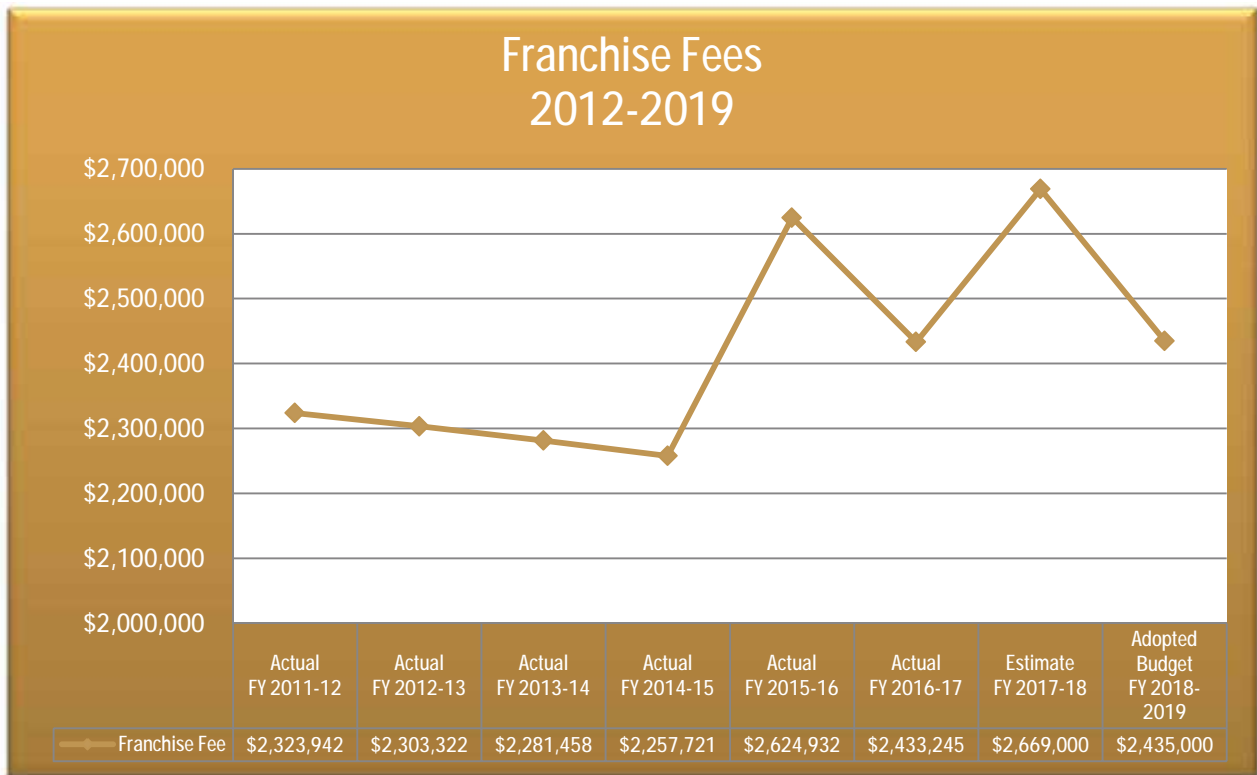
Fire Department Fees are the fourth largest revenue source. The City of Downey's Fire Department provides emergency transport or ambulances services and provides dispatching services for three neighboring cities in the City's Communications and Dispatch Services. Downey's Emergency Transport Service revenue is expected to remain approximately the same as last year based upon steady service in number of responses to medical incidents and medical transports. Fees for Communication and Dispatch Services will remain the same, but the departure of the City of Vernon and La Habra Heights will result in an overall reduction of revenues and expenditures but will also result in an increase in cost-sharing across the remaining three cities, Downey included (the mirror increases in costs are reflected in the expenditure analysis in the Fire Department Narratives).



## Major Revenue Sources and Basis for Estimates

### Franchise Tax

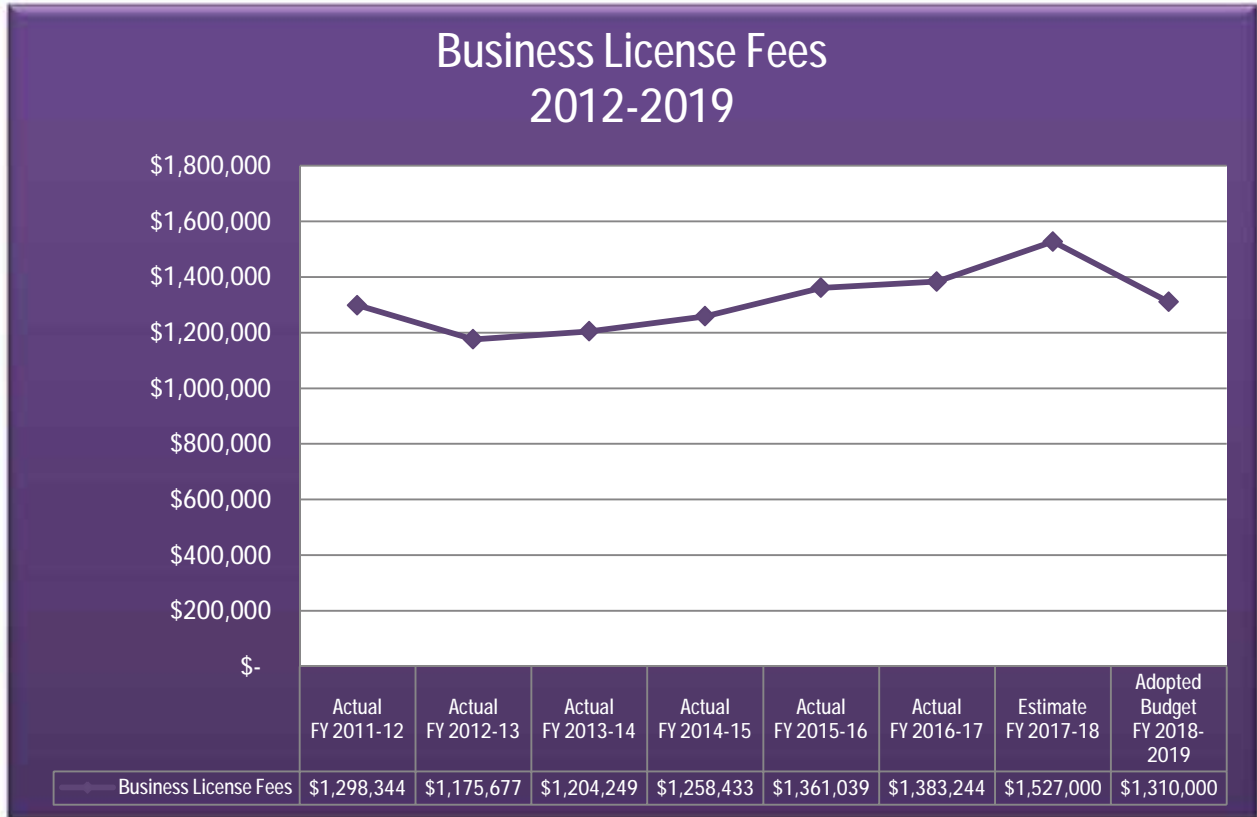
This tax is paid by local gas, electric, cable TV, rubbish and other utility companies. This tax is expected to increase by 7% in Fiscal Year 2018-19, due to an increase in Solid Waste Franchise fee receipts.



## Major Revenue Sources and Basis for Estimates

### Business License Fees

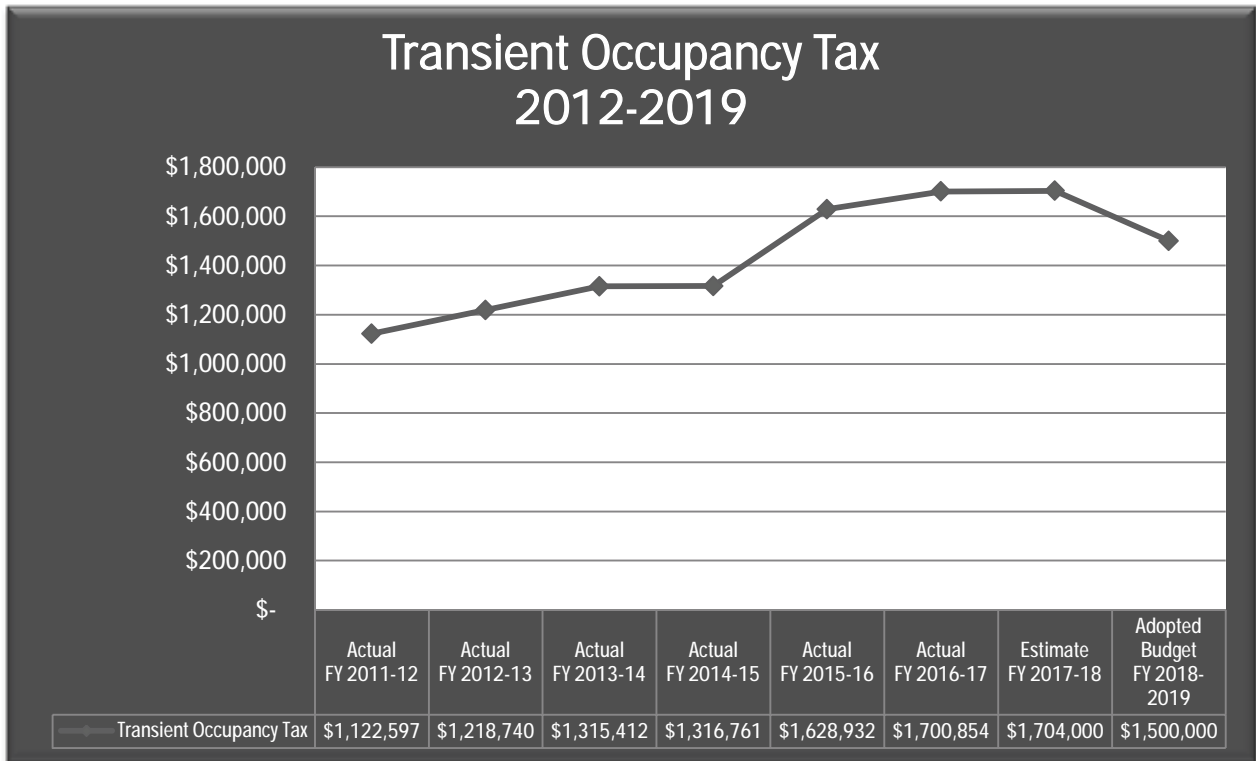
The City issues over 4,400 business licenses annually, and revenue from this tax is based primarily on gross receipts reported. This tax is expected to increase just slightly over last fiscal year.



## Major Revenue Sources and Basis for Estimates

### Transient Occupancy Tax

The City levies a 9% Transient Occupancy Tax on hotel/ motel rooms. This tax is expected to increase compared with prior year budgeted amount. The slightly lower rate of increase compared to last year's 10% increase is based on local economic trends, research with individual properties and historical data (last fiscal year, the TOT rates were quickly recovering from to pre-recession levels, and are expected to resume normal growth patterns).





**City of Downey**  
California





General Fund Expenditures  
Enterprise Funds & Special Revenue  
Grant Funds



**EXPENDITURES**



## FY 2018-2019 Expenditures

As previously described in the “Budget Introduction and Overview” section, the operating budget for the City includes city-wide and fund-specific information in addition to department-specific information. The City Council of the City of Downey has directed staff to propose balanced budgets, meaning that the proposed expenditures are less than or equal to the anticipated revenues in a fiscal year (July 1 through June 30). The chart immediately following this page is a summary of the financial requirements necessary for City activities and operations, outlined per account, with the anticipated revenue for each account. Following this overview is a narrative explanation of the planned expenditures for the City’s Enterprise Funds and Special Revenue and Grant Funds. Finally, there is a brief narrative overview of General Fund expenditures, which comprise 35.9% of the City’s overall budget, and charts which characterize the expenditures. These expenditures are described in even greater detail in the department tabs which follow this section.

## Summary of Resources & Requirements by Fund

Fund	FY 2017-2018	FY 2018-2019
General & Reserve Funds	\$88,030,620	\$92,203,682
Special Revenue & Capital Funds	47,123,769	129,954,705
Grant Funds	1,642,564	2,124,830
Enterprise Funds	28,185,089	29,149,634
Successor Agencies	1,599,707	3,555,482
<b>Total City Budget</b>	<b>\$166,581,749</b>	<b>\$256,988,333</b>
Internal Service Funds	2,602,237	5,032,794
<b>Grand Total</b>	<b>\$169,183,986</b>	<b>\$262,021,127</b>

The proposed 2018-19 General Fund expenditures are compared with previous fiscal years as shown in the following pages.



# EXPENDITURES

## General Fund

### Adopted Budget Fiscal Year 2018-2019

By Type	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	56,462,549	61,029,733	61,381,635	57,650,538	65,182,676
Operations, Materials & Supplies	9,331,816	9,549,704	8,970,605	6,496,109	8,681,020
Indirect Costs	3,966,830	4,336,861	4,368,809	4,664,053	4,782,832
Employee Benefits	2,836,768	2,779,639	2,893,790	1,132,440	2,995,350
Contract Services	5,077,649	5,484,602	6,328,793	5,342,150	6,332,362
Capital Outlay	27,026	591,977	98,602	117,505	46,265
Transfers	4,797,229	1,595,000	2,127,580	1,351,436	1,386,188
<b>Grand Total</b>	<b>\$ 82,499,867</b>	<b>\$ 85,367,516</b>	<b>\$ 86,169,815</b>	<b>\$ 76,754,231</b>	<b>\$ 89,406,693</b>

By Department	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Administration	5,437,083	5,818,124	5,811,604	4,556,387	5,742,211
Community Development	4,572,076	4,515,905	5,345,870	4,070,605	4,795,436
Finance	6,119,460	6,280,314	6,042,769	3,824,421	6,318,411
Fire	19,320,267	21,540,483	20,350,403	19,431,940	21,473,570
Parks & Recreation	6,378,466	6,568,231	7,112,389	6,148,492	7,250,867
Police	30,454,090	33,368,160	33,098,861	31,862,166	35,615,119
Public Works	5,421,196	5,681,299	6,280,339	5,508,785	6,824,891
Transfers Out	4,797,229	1,595,000	2,127,580	1,351,436	1,386,188
<b>Grand Total</b>	<b>\$ 82,499,867</b>	<b>\$ 85,367,516</b>	<b>\$ 86,169,815</b>	<b>\$ 76,754,231</b>	<b>\$ 89,406,693</b>



**City of Downey**  
California

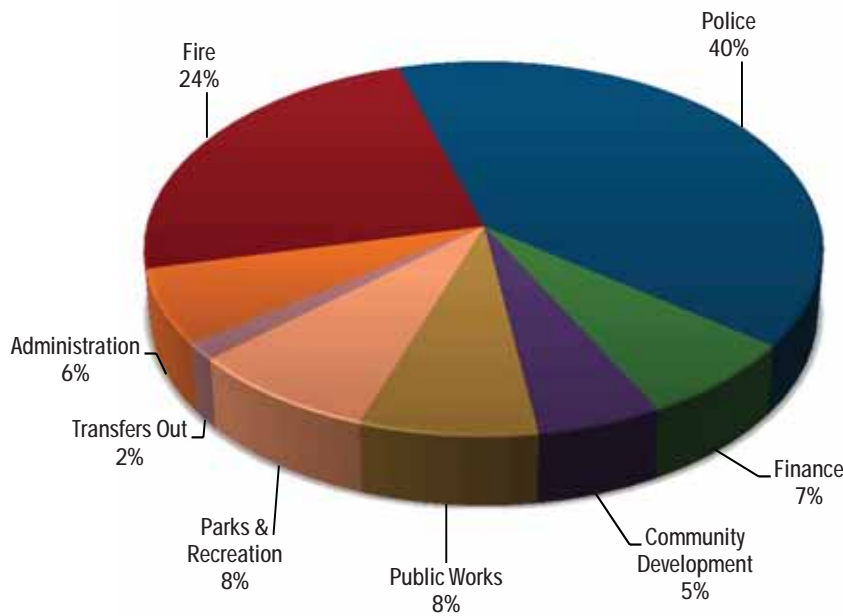


# BUDGET SUMMARY

## General Fund

### Fiscal Year Budget 2018-19

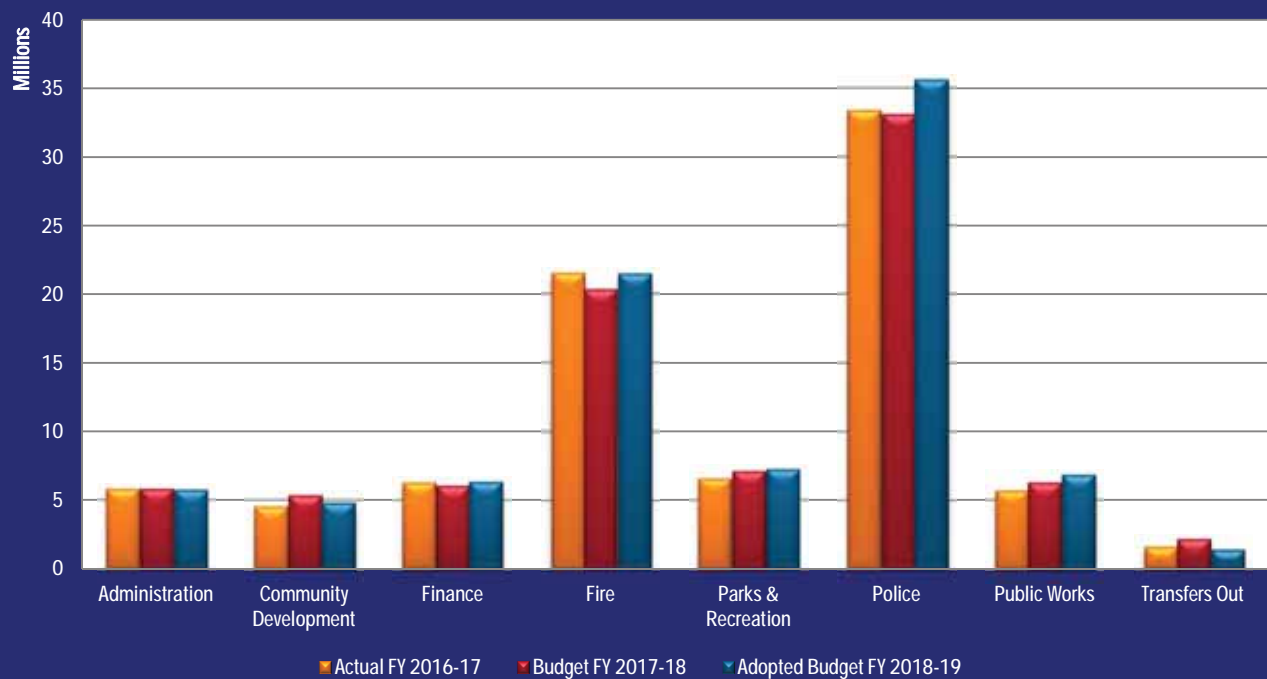
#### Total General Fund Expenditures by Department



Administration	\$ 5.7 M
Fire	\$21.5 M
Police	\$35.6 M
Finance	\$ 6.3 M
Community Development	\$ 4.8 M
Public Works	\$ 6.8 M
Parks & Recreation	\$ 7.3 M
Transfers Out	\$ 1.4 M

**\$89.4  
Million**

#### 3 Year Trend - Total Budget Expenditures

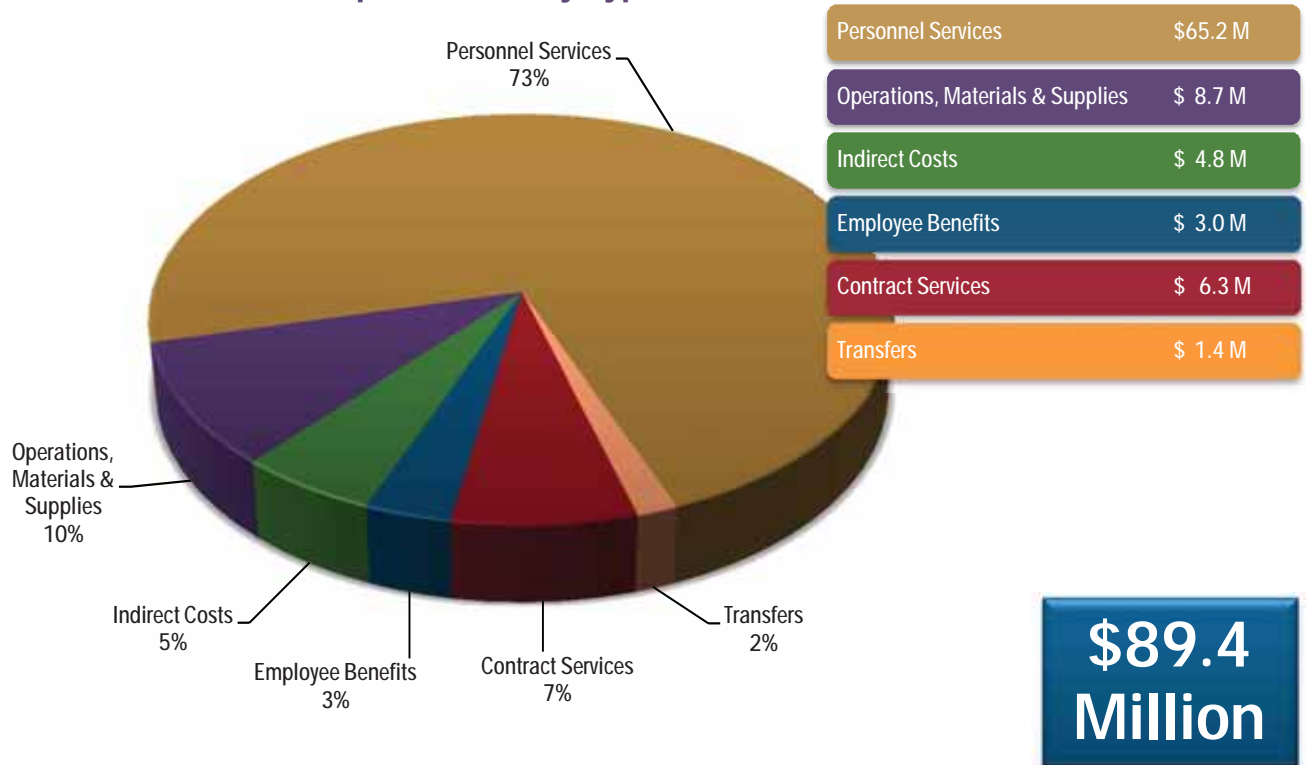


# BUDGET SUMMARY

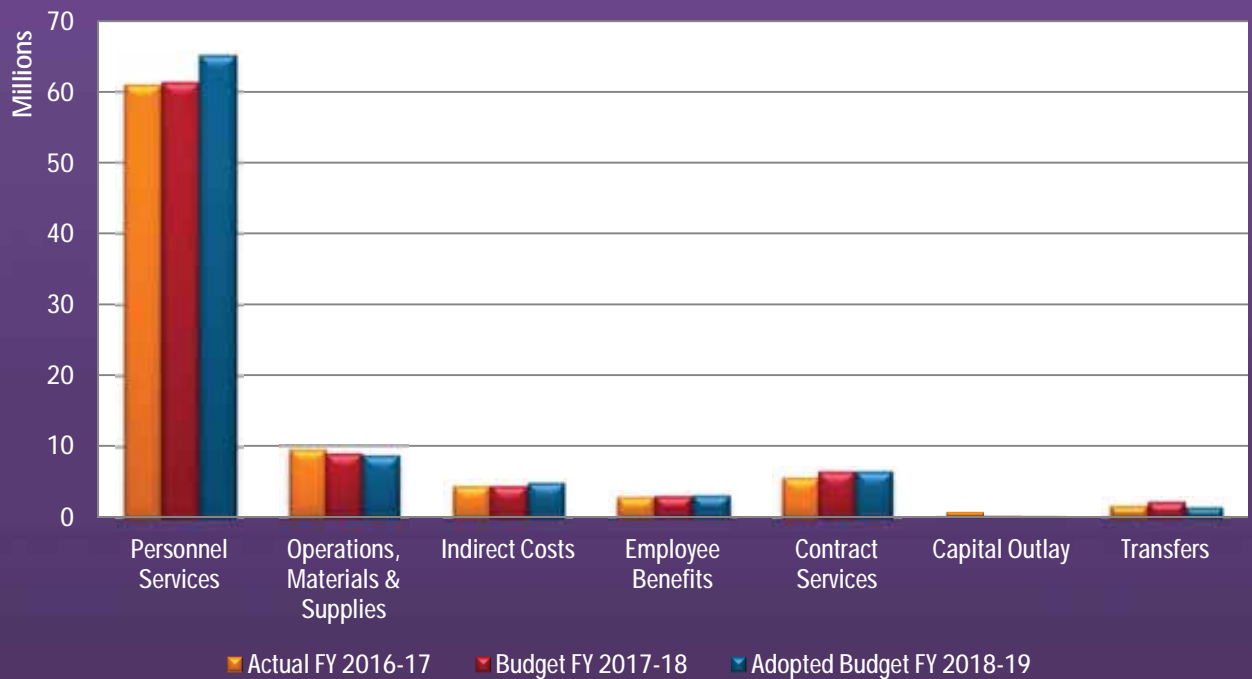
## General Fund

### Fiscal Year Budget 2018-19

#### Total General Fund Expenditures by Type



#### 3 Year Trend - Total Budget Expenditures



## Expenditures - General Fund

The largest part of the total budget (excluding Civic Center, Liability Insurance Funds and Capital Improvement Projects), comprising of 35.9%, is the General Fund. This fund receives general tax revenues and finances basic City services such as Police, Fire, Public Works, and Parks & Recreation.

Overall, the proposed General Fund operating budget is up 4.74% from last year, due substantially to activities funded by the local, temporary sales tax called Measure S. The changes for each department are summarized in the following narratives and charts.

The **Police Department** continues to be the biggest part of the General Fund comprising 40% of the total budget, and has increased by \$2,516,258 or 7.6% compared to last year. The increase is due to Cost of Living Adjustment (COLA), PERS cost increases, and increases in health insurance costs. The budget again includes the school resource officer program, fully supported by a grant from G.O.O.D (Gangs Out Of Downey) and the Downey Unified School District, along with 4 part time park rangers to supplement enforcement efforts at City parks. In the equipment fund, the design and procurement process for the highly-anticipated interoperable radio system will begin this fiscal year.



The **Fire Department** is the second biggest part of the General Fund comprising 24% of the budget. The department budget has remained the same percentage of the total budget as last year, but increased by \$1,068,537 or 5.3%. The primary reasons for the increases include a COLA, higher PERS, health insurance, and other employee benefits costs.

The **Parks & Recreation Department** budget is the third largest part of the General Fund comprising 11% of the budget. This year, the Department budget increased by 3%. The department budget has increased by \$278,997 due to an increase in PERS, health insurance, and other employee benefits costs. In addition, the budget includes costs for enhanced community programming.

The **Public Works Department** budget is the fourth largest General Fund Department at 7% of the budget. This department is comprised of four major divisions: Administration, Engineering, Utilities, and Maintenance Services. The department budget has remained the same percentage of the total budget as last year, but increased by \$538,852 or 8.8%. The increased costs are primarily due to increased employee benefit costs, similar to other departments.

The **Finance Department** is the fifth largest General Fund Department budget at 7% of the budget, and includes Administration, General Accounting, Information Technology, Revenue, Purchasing and non-departmental costs. The department budget includes Administrative Clerk II for revenue is added this fiscal year.



The **Administration** budget is 4.3% of the budget, and includes all general administrative and legal operations of the City, including the City Attorney, City Clerk, City Council, City Manager, and Human Resources as well as Library and Columbia Memorial Space Center. The department budget has increased by 5.8% or \$189,291 primarily due to the anticipated costs for the 2018 city council elections.



The **Community Development Department** is 5.1% of the budget. Community Development includes five divisions: Administration, Building & Safety, Code Enforcement, Housing & Grants, and Planning. The department budget also includes Animal Control Services and has remained the same percentage of the total budget as last year. For Fiscal Year 2018-19, the CDBG program is anticipated to receive an eight percent increase while HOME programs are projected to increase nearly 38% from last year’s Federal Government entitlement allocation.

**Transfers-out** are down by 13%, including funds that are transferred from the General Fund to other funds in the City budget as follows:

	FY 2016-2017	FY 2017-2018	FY 2018-2019
Transfer to Capital Projects	\$450,000	\$424,165	0
Transfer to Equipment Fund	0	0	79,500
Transfer to Sewer & Storm Drain Fund	150,000	0	0
Transfer to Learning Center Fund	795,000	837,200	852,500
Transfer to Golf Fund	200,000	125,000	110,000
Transfer to Gas Tax Fund	0	389,235	344,188
<b>Total</b>	<b>\$4,905,509</b>	<b>\$1,595,000</b>	<b>\$1,386,188</b>

The largest transfer is the Learning Center Fund to fund Columbia Memorial Space Center operations.

**Internal Service Fund.** The budgets for these funds are not included in the overall budget amount, because they receive their funding from regular budget funds. And thus, the dollars are already included in the total budget figure. However, each fund accounts for an important operation of the City and is included in the budget document. Because the available reserves of the Employee Benefit Fund, Civic Center Fund and Liability Fund are all available to the General Fund should the need arise, they are included with the General Fund in the “Summary of Resources and Requirements by Fund.”

**Civic Center Fund.** This fund accounts for the cost of maintaining the Civic Center, which includes City Hall, Council Chambers, the Police Department and the City Library along with the three public parking lots and Civic Center Drive. Each department pays “rent” in proportion to their usage of the facilities. Total costs charged to other Funds amounts to \$1,350,000.

# EXPENDITURES

**Liability Insurance Fund.** This fund accounts for the cost of the City's municipal liability insurance program. Each department contributes a specified sum each year into the fund. The fund then bears all of the costs for general liability: attorney fees, insurance premiums, claim payments, and the City's third-party administrator. Downey is a member of the Independent Cities Risk Management Authority (ICRMA), but self-insures the first \$2,000,000. This means that Downey has to pay the first \$2,000,000 of any individual claim. The City strives to maintain an active role on the Authority Board to keep insurance costs down.

**Employee Benefit Fund.** The Employee Benefit Fund accounts for accumulated leave and worker's compensation.

**Equipment Fund.** The Equipment Fund accounts for City equipment including vehicles, radios, computers, office machines, field maintenance equipment, and even fire engines. The Fund charges a "rental" fee to each department for the cost of maintaining the equipment and the cost of replacing the equipment. By charging this fee, the Fund maintains a balance to fund the timely replacement of equipment. This year, the cost to maintain existing equipment is \$2,648,194 for the FY 2018-19 Budget includes funds for new equipment for both the Police and Fire Departments.

## Special Revenue and Grant Funds

The City has a number of special revenue funds that account for revenues that are designed for specific purposes. These revenues are restricted and may not be expended for any general government purpose. The proposed budgets for these funds are as follows:

	Operating	Capital Projects	Transfers	Total
Hazardous Material	\$0	\$ 0	\$ 160,000	\$160,000
Waste Management	666,574	0	0	666,574
Air Quality	120,883	49,400	0	170,283
Street Lighting	1,862,339	100,000	0	1,962,339
Learning Center	1,094,169	0	0	1,094,169
TDA Article III	70,000	0	0	70,000
Grants	0	43,734,980	0	43,734,980
Gas Tax	0	1,509,974	2,148,912	3,658,886
State – SB1	0	2,240,621	0	2,240,621
Measure S	0	50,000,000	0	50,000,000
Vehicle Impact	0	2,153,000	344,188	2,497,188
Capital Projects	0	1,115,795	0	1,115,795
Transit - "PROP. A"	3,156,922	0	0	3,156,922
Transit - "PROP. C"	41,695	1,592,337	1,000,000	2,634,032
Transit - "MEAS. R"	22,509	2,130,000	0	2,152,509
Transit – "MEAS. M"	0	1,579,237	0	1,579,237
Sewer & Storm Drain	2,241,190	1,500,000	0	3,741,190
Asset Forfeiture	253,893	0	0	253,893
CDBG	1,136,410	0	165,650	1,302,060
Federal HOME Loan	822,770	0	0	822,770
<b>Total</b>	<b>\$11,419,354</b>	<b>\$111,356,431</b>	<b>\$3,818,750</b>	<b>\$126,594,535</b>

## EXPENDITURES

**Hazardous Material.** This fund accounts for revenues the City receives to comply with the Los Angeles County Fire Health and Hazardous Material inspections and permitting process.

**Waste Management.** This fund accounts for revenues the City receives to comply with the State's Waste Reduction program, commonly known as AB939. Under this State mandate, the City must reduce the amount of trash that is hauled to sanitation landfills by 50% and up to 75% by 2020. Revenue to support this fund was established in 1990 and a bi-monthly fee of \$1.90 was set for residential waste customers. This fund also receives State grant revenue to operate the oil recycling program and related educational programs. The Revenue is estimated to be \$415,500, and approximately \$336,561 will be carried over from unspent FY 2017-18 funds. The total \$666,574 in expenditures for the coming fiscal year will include the costs of the Keep Downey Beautiful coordinator, landscaping materials, and other related programs.



**Air Quality Fund.** This is a small fund accounting for revenues received from the State to improve air quality. The proposed budget is used to help pay for the City's trip reduction program. The City also uses this fund to help finance state mandated traffic congestion studies.

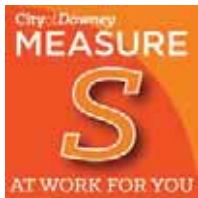
**Street Lighting Fund.** This fund pays for the electrical and repair costs for all City lights and traffic signals. It also pays for trimming City street trees. Each year the City Council approves a special assessment for these costs, which appear on Downey property tax bills. The assessment revenue and expenses are all accounted for in this one fund. The proposed budget is \$1,862,339, primarily for utility costs and tree trimming services. There is also \$100,000 budgeted for a capital improvement project (CIP) to convert some of the City's existing inefficient street lighting infrastructure to more efficient LEDs.



**Learning (Space) Center Fund.** The Learning Center program provides a budget to operate the Columbia Memorial Space Center. This year's budget allocates \$1,094,169 for operating costs. The primary funding source for the Center is a contribution from the General Fund of \$852,500.

**TDA Article III Fund.** This fund collects and budgets for Transportation Development Act (TDA) Article III monies, which are remitted to cities by the Los Angeles County Metropolitan Transportation Authority for the planning and construction of bicycle and pedestrian facilities. Funds are allocated annually on a per capita basis and may be used immediately or placed on reserve until enough funds are available to undertake an eligible project. This year, \$70,000 in TDA Article III funds will be used for Citywide Sidewalk Projects.

**Gas Tax Fund.** This fund is used to account for gas tax revenues the City receives from the State. Approximately one point thirty-six cents (0.0136¢) of the State's twenty-nine point seven cents (29.7¢) gasoline tax comes to the City and is deposited into this fund. The revenues are governed by State regulations and must be spent on public right-of-way improvements. These include street, adjoining landscaping, curbs, gutters, sidewalks and drainage facilities. This fund is also used to pay for qualified street sweeping charges and covers applicable graffiti removal costs recorded in the Waste Management Fund. The City Gas Allocation for FY 2018-19 is projected to be \$2.9 million. Gas tax funds are expended for two main purposes: (1) \$2.1 million is transferred to other funds to pay for qualifying expenditures; (2) \$1,509,974 will be used to pay for capital improvements to the City's streets. A comprehensive listing of all gas tax projects and their respective funding sources can be seen in the 2018-19 Capital Improvement Projects list.



**Measure "S" Sales Tax Fund** – This revenue is derived from an increase of ½ percent to the transactions and use tax, approved by 63% of Downey voters in November 2016, and went into effect on April 1, 2017. The expenditures for this fund must be related to public safety personnel costs, public safety equipment, parks and facilities improvements. The Measure expires in 20 years and cannot be renewed without voter approval.

**Vehicle Impact Fund.** The newly-negotiated waste hauling contract includes a vehicle impact fee to recover the costs of repairing the wear-and-tear imposed on City streets by the large waste-hauling and recycling vehicles. The Fiscal Year 2018-19 is the third year in which the fee will be collected, and it is anticipated to generate approximately \$1.6 million for local street improvements. A comprehensive list of these improvements can be seen in the 2018-19 Capital Improvement Project list

**Capital Project Fund.** This fund accounts for capital projects which include long term improvements and maintenance programs such as land and building acquisitions, street development and maintenance and funded through operating capital, federal, state and local grants and debt financing. Implementation of Capital Improvement Projects (CIPs) with an approved budget of \$43,734,980 for fiscal year 2018-19 will depend largely on the amount of grant or other funds available. A comprehensive list of these improvements can be seen in the 2018-19 Capital Improvement Project list.

**Transit (Prop A) Fund.** This fund accounts for special revenues the City receives pursuant to a County ballot measure called Proposition A. Programs operated under Prop A are regulated by the Metropolitan Transportation Authority. The City uses Prop A funds to support the City's senior and disabled bus operation, as well as the Downey Link Fixed Route Service. It also includes special recreation transportation programs and the bus bench maintenance program. Unlike the Water and Golf Course Funds, this fund is not fee supported. Revenues from Proposition A are projected to be \$2,287,006 this fiscal year. However, total requirements for operations under Prop A exceed this revenue



projection, and thus approximately \$1,000,000 in Prop C funds will be transferred to support total operational requirements of \$3,156,922.

**Trans (Prop C) Fund.** Similar to the Transit Prop A Fund, the Proposition C fund accounts for special transit revenues the City receives pursuant to a County ballot measure. A significant portion of Prop C funds are used for eligible street improvements projects. A comprehensive listing of all Prop C fund projects and their respective funding sources can be seen in the 2018-19 Capital Improvement Projects list. This year, there will be a transfer of \$1,000,000 to the Prop "A" Fund.

**Transit (Meas. R) Fund.** Similar to the Transit Proposition A and C funds, ballot Measure R was approved by Los Angeles County voters November 2008. The county-wide approved sales tax measure increased the sales tax rate by one-half percent. The new tax will be in place through 2039 and is intended to relieve traffic congestion by providing for mass transit systems (i.e. bus rail, and subway services), roadway repairs, traffic signal synchronization and pedestrian walkways and paths just to name a few. The City anticipates receiving \$1,396,083 in Measure R funds next year. The City has appropriated \$1,579,237 for various Measure R-related capital projects, with the difference coming from the built up reserves and next year allocation.



**Sewer and Storm Water.** This fund accounts for a special service fee collected on water bills as well as City expenses related to sewer maintenance, street sweeping and storm water clean-up. The General Fund, Water Fund and Gas Tax Fund collectively provide 50% of the funding for the Sewer and Storm Water Fund operations. For 2018-19, \$1,500,000 in capital projects is budgeted. A comprehensive list of these improvements can be seen in the 2018-2019 Capital Improvement Projects list.

One of the long term goals of this fund is to comply with the Los Angeles Regional Water Quality Control Board's mandate to ensure that the water entering the storm drain system is clean. The purpose of the mandate is to ensure that the rivers and oceans are not polluted with dirty water from the storm drain system. The underground storm water retention basins at the City's Discovery Sports Complex are an example of the types of projects built to accomplish this goal.

**Asset Forfeiture Fund.** This fund accounts for the revenue the City receives when the Downey Police Department is involved in the seizure of assets from criminal drug related activity. Federal and State laws govern how these funds can be expended. The basic requirement is that the funds be used for new law enforcement programs and equipment. This year's proposed expenditure of \$253,893 includes funds for the Special Enforcement Team, overtime for participation on regional and federal task forces.

**Community Development Block Grant (CDBG) Fund.** This fund accounts for revenues the City receives from the Housing and Urban Development Department of the U.S. Government. Grant expenditures must be in accordance with federal regulations. The monies will be used for qualified housing improvement projects, the Apollo Neighborhood facility as well as the senior paint and fix-up

program and limited economic development programs. The budget also includes a \$165,650 transfer to the General Fund to fund eligible code enforcement programs, social service grants and the senior nutrition program.

**HOME Fund.** The HOME Special Revenue Fund is used to account for the operations of HOME Investment Partnership Program. The federally funded program provides opportunities for a wide range of activities including building, acquiring, and/or rehabilitating affordable housing. The City of Downey provides direct assistance to low-to-moderate income, special needs and senior residents through its rehabilitation grant and rebate program, and first-time homebuyer programs.

**Community Development Commission Successor Agency.** Effective February 1, 2012, the Commission was dissolved due to the State's elimination of Redevelopment. The administrative operation and duties of the Commission were transferred to a Successor Agency with an appointed Oversight Board. Since the administration of this new Agency is now recorded in the General Fund, this portion of the budget accounts for the payment of existing bond and contractual obligations owed by the former Commission. The Successor Agency's estimated income is \$1,946,951 of which \$1,647,091 is transferred to cover Housing Obligations and CRA debt service of the former commission.

## Enterprise Funds

The City operates two funds called Enterprise Funds because they are maintained on a profit-and-loss basis. The proposed budgets for these two funds are as follows:

	Operating	Equipment	Capital Projects	Transfers Out	Total
Water	\$13,501,297	\$9,500	\$11,275,000	\$1,375,000	\$26,160,797
Golf Course	2,988,837	0	0	0	2,988,837
<b>Total</b>	<b>\$16,490,134</b>	<b>\$9,500</b>	<b>\$11,275,000</b>	<b>\$1,375,000</b>	<b>\$29,149,634</b>

**Water Fund.** The proposed Water Fund budget is \$26,160,797. The Capital project budget for water amounts to \$11,275,000, the largest of which is construction of the first two new wells in 40 years, and rehabilitation of water infrastructure. The Water Fund revenues are anticipated to increase slightly this year, because the State Water Board has amended its previous stance requiring across-the-board water conservation, and instead allowed agencies such as the City of Downey to implement conservation measures in accordance with the anticipated three-year availability of water. With the new methods, Downey water consumers will not be penalized for their previous judicious conservation of water.

**Golf Course Fund.** The City owns the Rio Hondo Gold Course, which continues to be a considerable asset of the City. However, while played rounds at the course continue to increase following the substantial drop-off in play during the depths of the Great Recession, the course is still operating at a loss. Operational expenditures will be funded through estimated revenues of \$2,876,500 and a transfer in of \$110,000 from General Fund.



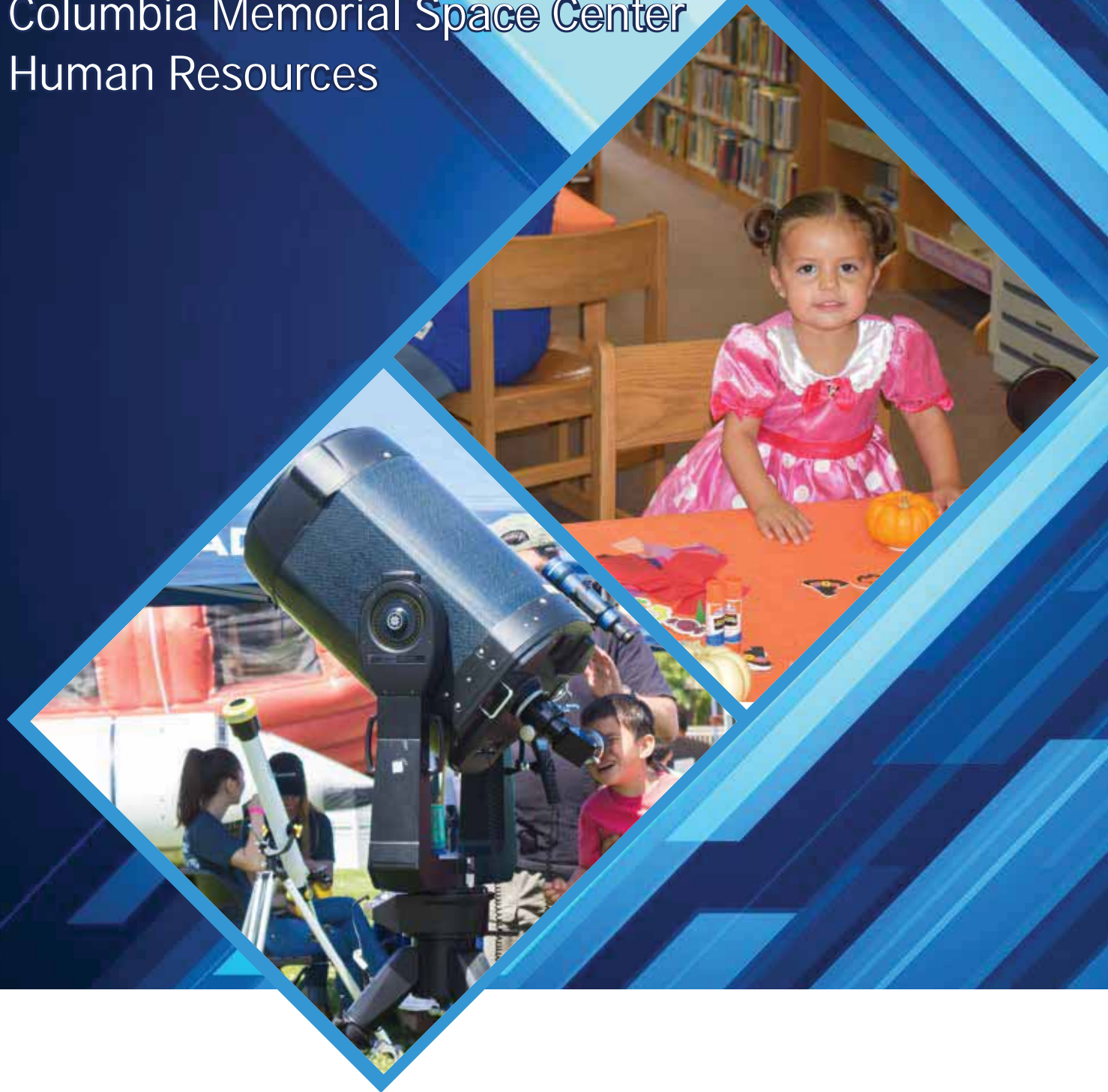
City Council - City Manager

City Attorney - City Clerk

Library

Columbia Memorial Space Center

Human Resources



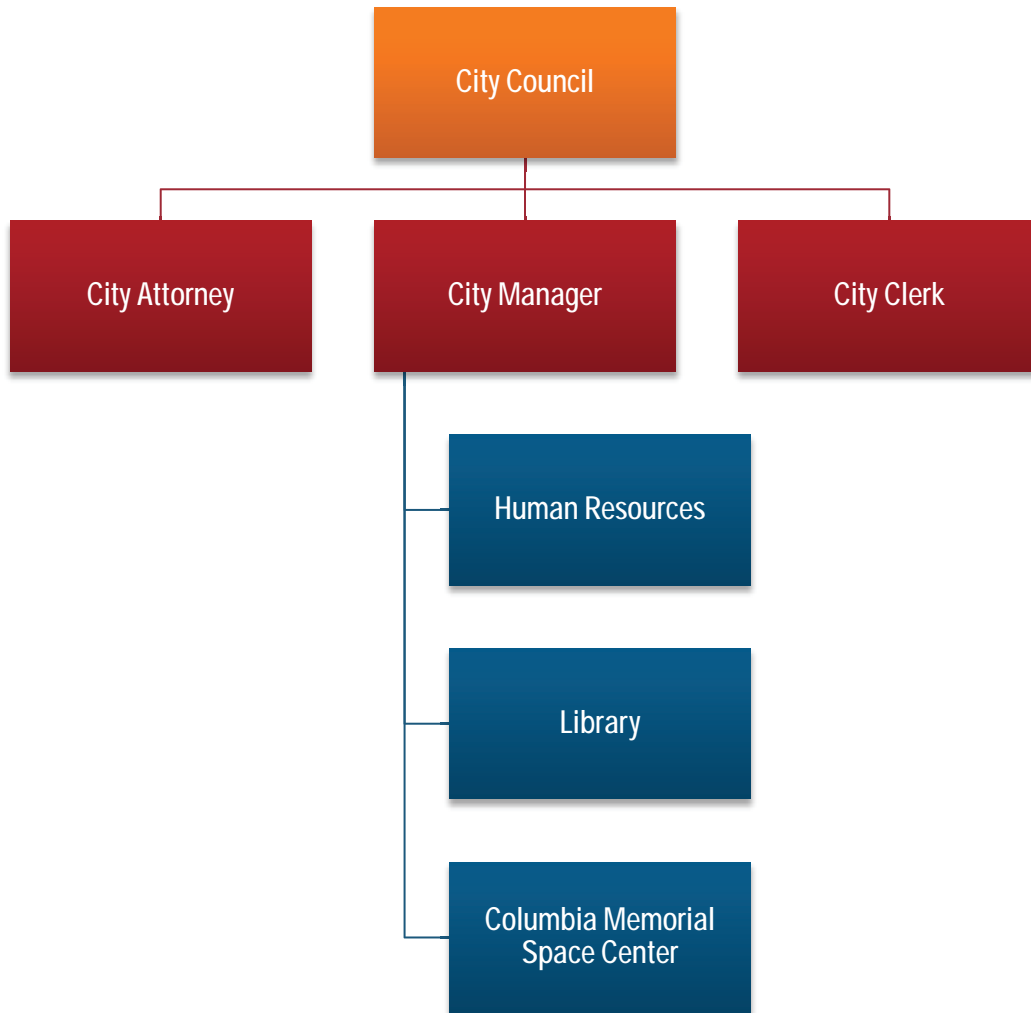
**ADMINISTRATION**





Department Overview

Organizational Chart



Department Description

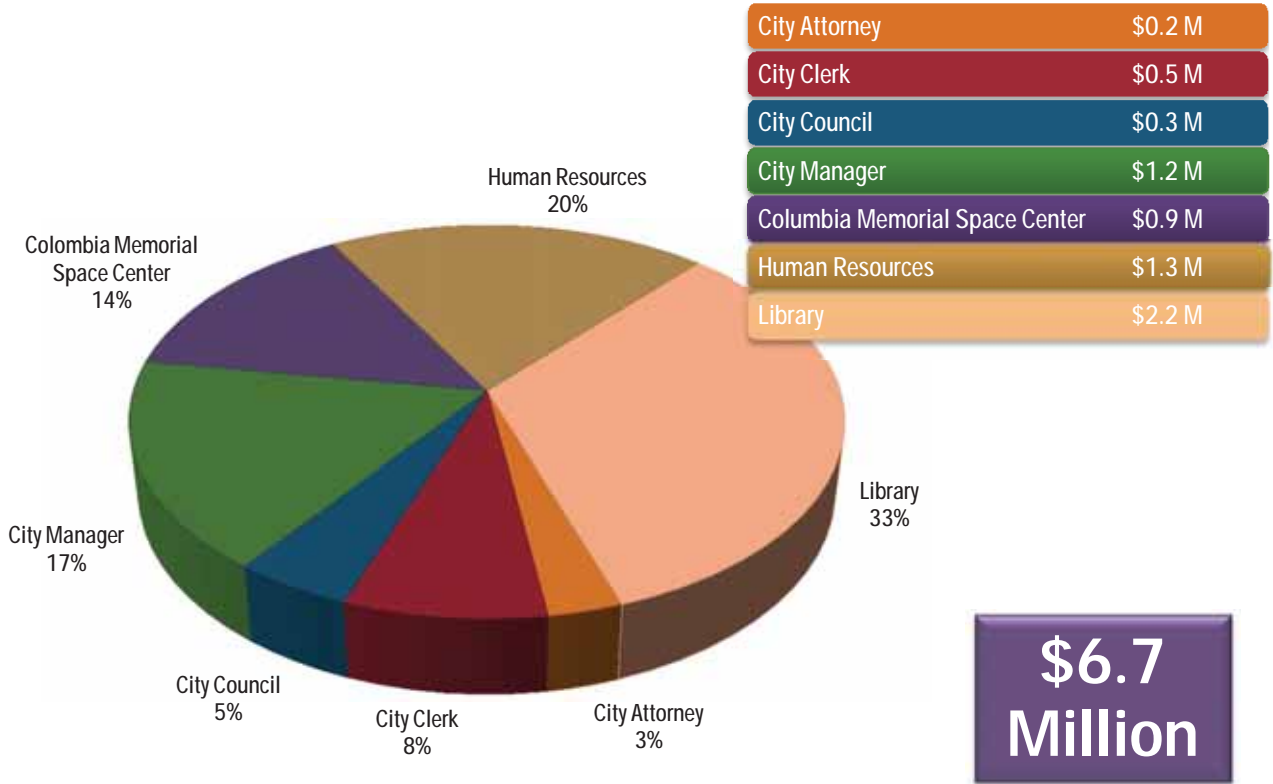
The Administration Department is comprised of the City Council, its appointed officers (City Manager, City Attorney and City Clerk) and the Human Resources, Library, Columbia Memorial Space Center and Public Information Divisions. The Administrative Department provides leadership for the entire City through policy direction and implementation, as well as through the provision of legal advice, public records, and personnel management.

## Department Summary of Full Time Positions

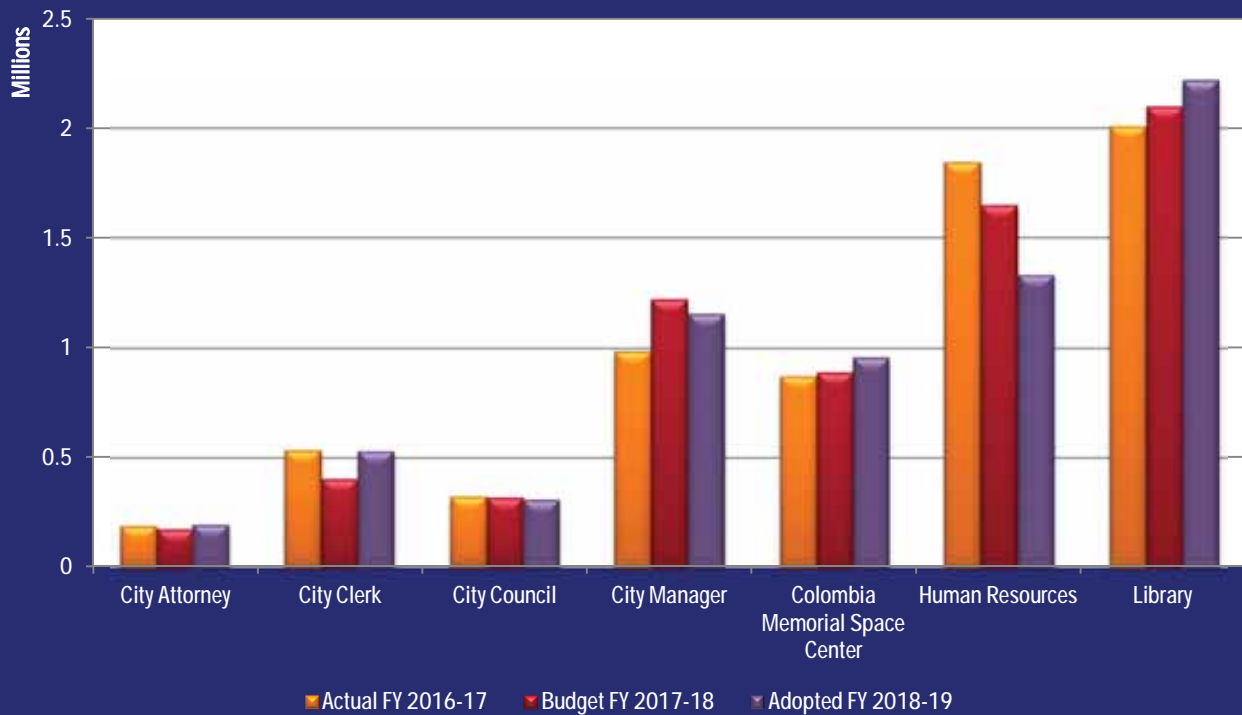
Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>City Attorney</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
City Attorney	1	1	1	1
<b>City Clerk</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Administrative Assistant	0	0	0	1
City Clerk	1	1	1	1
Deputy City Clerk	1	1	1	0
<b>City Council</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
City Council Member	5	5	5	5
Executive Secretary	1	1	1	1
<b>City Manager</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>
Administrative Aide	1	1	1	0
Assistant City Manager	1	1	1	1
Assistant to the City Manager	1	1	1	1
City Manager	1	1	1	1
Management Analyst	1	1	1	2
Secretary	0	0	0	1
<b>Columbia Memorial Space Center</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Administrative Assistant	1	0	0	0
Center Supervisor	1	2	2	2
Executive Director	1	1	1	1
<b>Human Resources</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>5</b>
Administrative Aide	1	0	0	0
Executive Secretary	1	0	0	0
Human Resources Analyst	0	1	1	1
Human Resources Director	1	1	1	1
Human Resources Manager	0	0	1	1
Human Resources Specialist	0	2	3	2
Human Resources Technician	1	0	0	0
Sr. Human Resources Analyst	1	1	0	0
<b>Library</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
Administrative Assistant	1	1	1	1
Librarian	3	3	3	3
Library Assistant	3	3	3	3
Senior Librarian	1	1	1	1
Senior Library Assistant	1	0	0	0
Supervising Library Assistant	0	1	1	1
<b>Administration</b>	<b>31</b>	<b>31</b>	<b>32</b>	<b>32</b>

# ADMINISTRATION Department Summary

## Total Budget Expenditures by Division



## 3 Year Trend - Total Budget Expenditures



## Fiscal Year 2017-2018

### Recent Accomplishments & Performance Indicators

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Continued to increase citizen engagement through the use of City's social media platforms – Facebook, Twitter & Instagram					X
Approved City's Social Media Policy					X
Implemented City-wide Volunteer Program				X	X
Awarded a \$50,000 Homeless Planning Grant	X	X			X
Handled grant management for various City grants	X	X			
Developed City's Coyote Management Plan				X	X
Assisted Finance with budget process, including the production of the annual budget document	X	X			
Applied for and received both the GFOA and CSMFO Budget Awards for FY 2017-18	X	X			X
Customer Satisfaction Survey		X			X
Addressed digital divide through grant-funded automated-dispensary laptop kiosk at Library	X	X		X	X
Launched unlimited Library WiFi and Virtual Libraries at Apollo, Barbara J. Riley, Civic Center Plaza, Discovery Park and CMSC		X		X	X
Opened automated self-checkout machine to compliment Library's North entrance opening		X			X
Conducted self-evaluation and developed ADA Transition Plan	X	X		X	X
Garnered more than 10% of CMSC Operating budget from grants and sponsors	X				X
Instituted second inter-disciplinary Technology & Innovation Team		X			
Implemented Human Resources Information System (HRIS) for compatibility with payroll and NeoGov Onboarding to streamline new hire paperwork and processing.		X			
Strengthened Human Resources staffing (HR Manager) to support division stability and strategic planning.	X				
Updated part-time hourly pay schedules to address the State minimum wage and removed freeze on merit increases for part-time personnel to support hiring and retention.	X				
Enhanced operational efficiency and eliminated more than 50% of the in-person staff visits to the County Registrar-Recording through the City Clerk Office's in-house recording and electronic transmittal of documents to LA County	X	X			
Developed City-wide Title V Language Access Plan		X			X

## Fiscal Year 2018-2019 Goals & Objectives

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Strategic Organizational Assessment	X	X	X		
Develop ADA Clearinghouse and Compliance Strategy	X			X	X
Enhance Public Transparency through Communications	X				X
Implement Organizational Mission & Values	X	X	X	X	X
Continue to develop and expand the City's Volunteer Program		X			
Continue to utilize the City's social media platforms and new technology to engage the community					X
Implement city-wide updated records retention policy and apply to approximately 15% of Clerk files in storage		X			
Recruit, train and retain qualified City Clerk's staff		X			
Maintain City compliance with election and disclosure law, including the upcoming November election	X				
Implement City-wide formal employee training and management system		X			
Implement web-based performance evaluation system		X			
Redesign New City Website		X			X
Continue to Oversee and Implement Measure S Projects	X	X		X	
Continue to reduce number of active lawsuits and reduce City's legal fees.	X	X			
Continue next phase of City's ADA compliance program (i.e., training, communication and policies).	X	X			
Continue to assist the City's risk manager in reducing the City's risk.	X	X			
Coordinate volunteer program and homelessness action plan					X
Begin the redevelopment of the Library under the Measure S guidelines		X		X	
Implement debit/ credit card/ online payments in the Library		X			
Begin refurb of the Robotics Lab and parts of 1st & 2nd floor exhibits as part of the CMSC 10th Anniversary celebration in 2019				X	



# ADMINISTRATION

## Department Summary

By Type	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	3,394,012	3,717,368	4,111,243	3,643,436	4,129,636
Operations, Materials & Supplies	1,930,522	1,896,480	1,468,311	913,132	1,312,750
Indirect Costs	397,150	453,130	444,483	445,486	476,221
Contract Services	562,507	680,008	675,371	424,463	791,973
Capital Outlay	2,151	20,027	11,000	10,909	-
Capital Improvement	-	-	50,000	-	-
<b>Grand Total</b>	<b>\$ 6,286,342</b>	<b>\$ 6,767,013</b>	<b>\$ 6,760,408</b>	<b>\$ 5,437,427</b>	<b>\$ 6,710,580</b>

By Division	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
City Attorney	187,226	189,902	174,518	174,470	197,268
City Clerk	345,160	536,312	404,357	273,309	533,050
City Council	280,922	324,470	319,951	280,763	311,764
City Manager	1,017,024	987,516	1,220,879	953,395	1,155,138
Colombia Memorial Space Center	843,210	873,353	890,204	801,229	959,769
Human Resources	1,861,495	1,845,634	1,649,579	1,170,482	1,332,773
Library	1,751,304	2,009,827	2,100,920	1,783,780	2,220,818
<b>Grand Total</b>	<b>\$ 6,286,342</b>	<b>\$ 6,767,013</b>	<b>\$ 6,760,408</b>	<b>\$ 5,437,427</b>	<b>\$ 6,710,580</b>

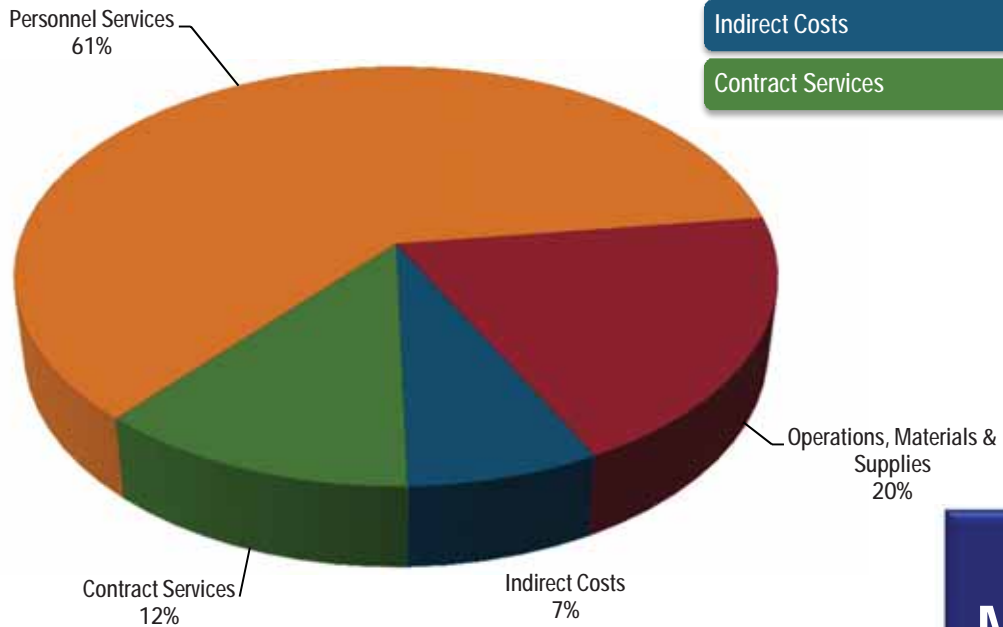
By Fund	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
10 - General Fund	5,437,083	5,818,124	5,811,604	4,556,387	5,742,211
24 - Learning Center	842,757	873,353	890,204	801,229	959,769
26 - CIP Grant Fund	-	-	50,000	-	-
31 - LSTA Grant Fund	-	60,475	-	-	-
62 - Equipment	6,501	15,061	8,600	79,811	8,600
<b>Grand Total</b>	<b>\$ 6,286,342</b>	<b>\$ 6,767,013</b>	<b>\$ 6,760,408</b>	<b>\$ 5,437,427</b>	<b>\$ 6,710,580</b>



# ADMINISTRATION Department Summary

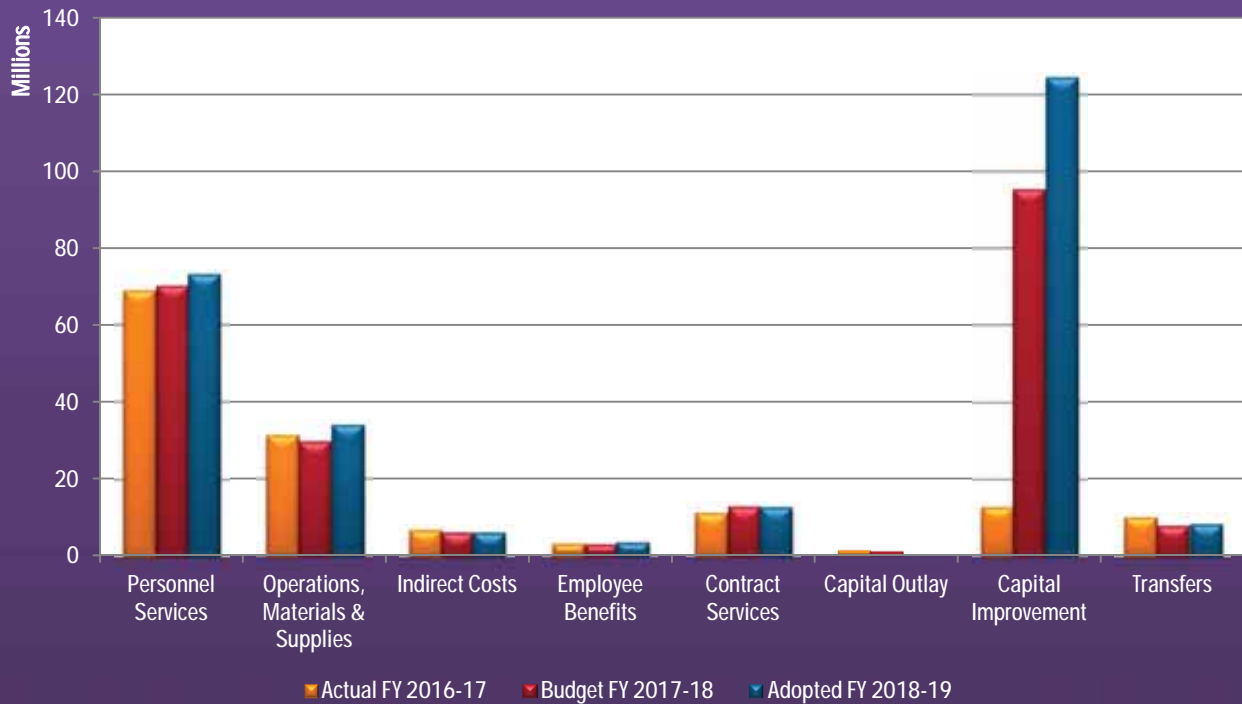
## Total Budget Expenditures by Type

Personnel Services	\$4.13 M
Operations, Materials & Supplies	\$1.31 M
Indirect Costs	\$0.04 M
Contract Services	\$0.07 M



**\$6.7  
Million**

## 3 Year Trend - Total Budget Expenditures





# ADMINISTRATION

## Division Summary

	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
<b>City Attorney</b>					
Personnel Services	\$87,759	\$108,024	\$119,769	\$111,486	\$124,651
Operations, Materials & Supplies	\$85,233	\$63,795	\$39,750	\$42,321	\$53,000
Indirect Costs	\$7,461	\$8,734	\$8,999	\$8,999	\$8,992
Contract Services	\$6,772	\$9,350	\$6,000	\$11,665	\$10,625
<b>City Attorney Total</b>	<b>\$187,226</b>	<b>\$189,902</b>	<b>\$174,518</b>	<b>\$174,470</b>	<b>\$197,268</b>
<b>City Clerk</b>					
Personnel Services	\$268,248	\$289,864	\$302,356	\$201,881	\$246,169
Operations, Materials & Supplies	\$21,158	\$21,541	\$30,325	\$12,327	\$28,950
Indirect Costs	\$25,936	\$30,286	\$31,926	\$31,926	\$31,881
Contract Services	\$29,818	\$194,620	\$39,750	\$27,175	\$226,050
<b>City Clerk Total</b>	<b>\$345,160</b>	<b>\$536,312</b>	<b>\$404,357</b>	<b>\$273,309</b>	<b>\$533,050</b>
<b>City Council</b>					
Personnel Services	\$122,698	\$136,172	\$134,689	\$124,827	\$139,537
Operations, Materials & Supplies	\$84,546	\$113,772	\$85,670	\$65,301	\$72,950
Indirect Costs	\$36,145	\$42,225	\$53,592	\$53,592	\$53,277
Contract Services	\$37,533	\$32,300	\$46,000	\$37,043	\$46,000
<b>City Council Total</b>	<b>\$280,922</b>	<b>\$324,470</b>	<b>\$319,951</b>	<b>\$280,763</b>	<b>\$311,764</b>
<b>City Manager</b>					
Personnel Services	\$755,160	\$769,084	\$831,056	\$750,429	\$853,586
Operations, Materials & Supplies	\$75,793	\$84,665	\$79,050	\$66,142	\$86,050
Indirect Costs	\$29,652	\$34,047	\$34,571	\$35,574	\$34,500
Contract Services	\$156,420	\$99,719	\$215,202	\$90,340	\$181,002
Capital Outlay	\$0	\$0	\$11,000	\$10,909	\$0
Capital Improvement	\$0	\$0	\$50,000	\$0	\$0
<b>City Manager Total</b>	<b>\$1,017,024</b>	<b>\$987,516</b>	<b>\$1,220,879</b>	<b>\$953,395</b>	<b>\$1,155,138</b>
<b>Colombia Memorial Space Center</b>					
Personnel Services	\$560,526	\$607,874	\$607,869	\$595,348	\$701,669
Operations, Materials & Supplies	\$139,913	\$129,873	\$156,035	\$113,158	\$131,800
Indirect Costs	\$65,400	\$65,400	\$41,300	\$41,300	\$41,300
Contract Services	\$76,692	\$70,206	\$85,000	\$51,423	\$85,000
Capital Outlay	\$679	\$0	\$0	\$0	\$0
<b>Colombia Memorial Space Center Total</b>	<b>\$843,210</b>	<b>\$873,353</b>	<b>\$890,204</b>	<b>\$801,229</b>	<b>\$959,769</b>



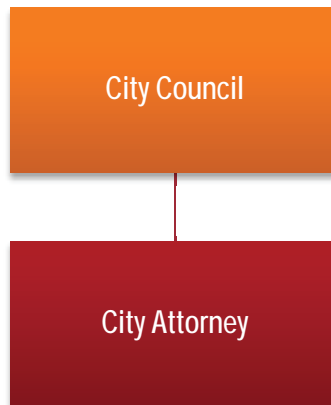


# ADMINISTRATION

## Division Summary

	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
<b>Human Resources</b>					
Personnel Services	\$573,258	\$654,997	\$839,798	\$731,203	\$717,262
Operations, Materials & Supplies	\$1,156,222	\$1,054,796	\$655,378	\$316,765	\$518,975
Indirect Costs	\$21,853	\$25,079	\$26,736	\$26,736	\$26,690
Contract Services	\$110,162	\$110,762	\$127,667	\$95,778	\$69,846
<b>Human Resources Total</b>	<b>\$1,861,495</b>	<b>\$1,845,634</b>	<b>\$1,649,579</b>	<b>\$1,170,482</b>	<b>\$1,332,773</b>
<b>Library</b>					
Personnel Services	\$1,026,364	\$1,151,352	\$1,275,706	\$1,128,263	\$1,346,762
Operations, Materials & Supplies	\$367,657	\$428,037	\$422,103	\$297,118	\$421,025
Indirect Costs	\$210,703	\$247,359	\$247,359	\$247,359	\$279,581
Contract Services	\$145,109	\$163,051	\$155,752	\$111,040	\$173,450
Capital Outlay	\$1,472	\$20,027	\$0	\$0	\$0
<b>Library Total</b>	<b>\$1,751,304</b>	<b>\$2,009,827</b>	<b>\$2,100,920</b>	<b>\$1,783,780</b>	<b>\$2,220,818</b>
<b>Grand Total</b>	<b>\$6,286,342</b>	<b>\$6,767,013</b>	<b>\$6,760,408</b>	<b>\$5,437,427</b>	<b>\$6,710,580</b>

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
City Attorney	1	1	1	1
<b>Total Full Time Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Division Description

The City Attorney’s Office is a service department within municipal government upon which the City Council, City Commissions and Boards, and City departments rely for a full range of dedicated in-house legal services intended to ensure the legality of city policies, contracts, legislation and programs. The City Attorney’s Office also oversees and directs city litigation matters as they arise.

The City Attorney’s Office is an integral part of City government, assisting City departments in carrying out the goals and objectives of the City Council.

# ADMINISTRATION

## Office of the City Attorney

### Division Performance Measures

Council Priority	Division Goal	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Planned FY 2018-2019
Fiscal Responsibility	Establish efficient, cost-effective & streamlined legal services delivery processes	<p>Reduced fees &amp; recovered legal costs.</p> <p>Resolved litigation against the City (RA Litigation, Fire Union Election Challenge, &amp; ATT Refund); successful tendering defense to 3<sup>rd</sup> party contractors &amp; their insurance companies for lawsuits arising from/connected to public works projects (reducing City's defense costs.)</p> <p>Law Student Internship: Two law students obtained valuable experience in the City Attorney's Office. Program evolved to ensure it met the needs of the City Attorney's Office.</p>	<p>Reduced the number of active city lawsuits/reduced city's legal fees; brought in-house all small claims lawsuits and were handled by City Attorney's office; and updated credit card policy.</p>	<p>Continued to reduce to number of active lawsuits and reduced City's legal fees.</p> <p>Completion of the City's ADA self-evaluation and transition plan; continue to engage in early resolution of claims and ADA grievances to avoid litigation; worked with departments to utilize resources to identify, manage and eliminate risk.</p>	<p>Continue to reduce number of active lawsuits and reduce City's legal fees.</p> <p>Continue next phase of City's ADA compliance program (i.e., training, communication and policies).</p> <p>Continue to assist the City's risk manager in reducing the City's risk.</p>
	Ensure programs and processes emphasizing City's mission and values in alignment with the Council's stated priorities	<p>Increased communication with the City Council.</p> <p>Quarterly litigation updates</p> <p>Additional updates on significant developments in pending lawsuits as they occur.</p>	<p>Continued one-on-one meetings with City Council Members.</p>		

# ADMINISTRATION

## Office of the City Attorney

### Budget Narrative

In support of the City Council's priorities of efficiency and fiscal responsibility, this year's budget request proposes to continue providing the same level of service at the same level of funding as last year.

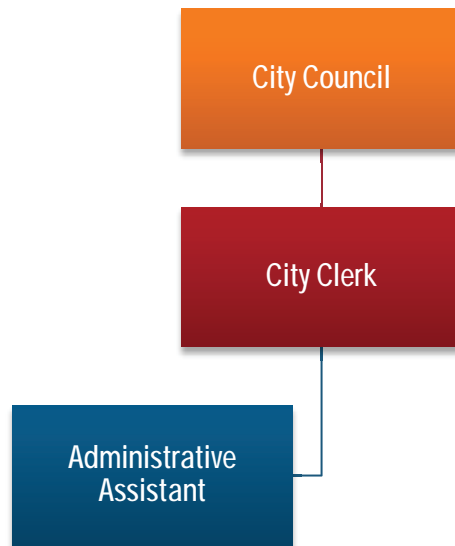
### Division Budget Summary

City Attorney	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$87,759	\$108,024	\$119,769	\$111,486	\$124,651
Operations, Materials & Supplies	85,233	63,795	39,750	42,321	53,000
Indirect Costs	7,461	8,734	8,999	8,999	8,992
Contract Services	6,772	9,350	6,000	11,665	10,625
<b>City Attorney Total</b>	<b>\$187,226</b>	<b>\$189,902</b>	<b>\$174,518</b>	<b>\$174,470</b>	<b>\$197,268</b>

### Contractual & Professional Detail

Account			Description	Amount
10	1120	0700	West Law Information	10,000
10	1120	0700	IT Contract Services	625
<b>Total Detail</b>				<b>\$10,625</b>

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
City Clerk	1	1	1	1
Deputy City Clerk	0	1	1	0
Administrative Assistant *	0	0	0	1
Secretary	1	0	0	0
<b>Total Full Time Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

\*Under filled Deputy City Clerk position

### Division Description

The City Clerk's Department is a service department within municipal government upon which the City Council, City departments and the general public rely for information regarding operations and legislative history of the City. The City Clerk's Department serves as the liaison between the public and City Council and responds to requests for public information; certifies and distributes ordinances and resolutions as appropriate and legally required; and, tracks agreements for expiration of term and insurance requirements. The Department is also responsible for preparation of agendas and minutes for meetings of the City Council, the Successor Agency to the Former Community Development Commission and the Oversight Board. The Department publishes and posts legal notices, accepts and processes claims, subpoenas and lawsuits, and is responsible for the maintenance and distribution of the Downey Municipal Code. Pursuant to the Political Reform Act, the City Clerk serves as the filing official for Campaign Contribution and Expenditure Statements filed by candidates in municipal elections, and Statements of Economic Interests filed by public officials, consultants, and designated employees. The City Clerk's Department is responsible for the conduct of all municipal elections and maintains rosters and oaths-of-office for the City's Committees and Commissions.

# ADMINISTRATION

## Office of the City Clerk

The City Clerk’s Office is responsible for maintaining accurate records and the legislative history of City Council actions, ensuring the safe keeping and storage of the City’s official records and archives; and enabling and assisting with record retrieval and legislative research for the public and City Departments.

The City Clerk’s Department coordinates and assists elected officials and designated employees with required bi-annual Ethics Training in compliance with AB 1234. Approximately 100 officials and employees receive training.

The City Clerk is charged with administering the election in accordance with Federal, State and local procedures through which local government representatives are selected. The City Clerk assists candidates in meeting their legal responsibilities before, during, and after an election.

### Division Performance Measures

City Council Priority	Division Goal	Actual FY 2015-2016	Actual FY 2016-2017	Projected FY 2017-2018	Planned FY 2018-2019
<b>Efficiency &amp; Adaptability</b>	Number of Resolutions	---	50	70	50
	Number of Ordinances	---	20	15	15
	Number of Service Agreements	---	107	120	100
	Number City Council Meetings	23	23	23	23
	Number files converted to Laserfiche	1,500	596	400	400
	Number of Subpoenas & Summons Processed	60	84	60	60
	Council Agenda Items Processed (Clerk's)	500	400	400	400
	Public Records Requests	400+	495	400	450
	Documents Recorded In-House with L.A. County	---	---	25	20
	Percent Turnaround Time achieved for Municipal Code Update	100%	100%	100%	100%
	Number of Candidates Assisted in Municipal Election	Non-Election Year	9	Non-Election Year	8

### Budget Narrative

This year's budget has increased as a result of the upcoming General Municipal Election taking place in November 2018, along with a small increase to contractual services to assist departments in compliance with the City-wide Title VI Language Access Plan. The City Clerk's Department will be responsible for managing this election, which will consist of two open City Council positions. That aside, the City Clerk's budget remains status quo, maintaining current operations and services such as managing the City's contract with AV Capture All for the viewing and recording of City Council and Planning Commission Meetings, and updating and maintaining the City's Municipal Code with assistance from Quality Code Publishers.

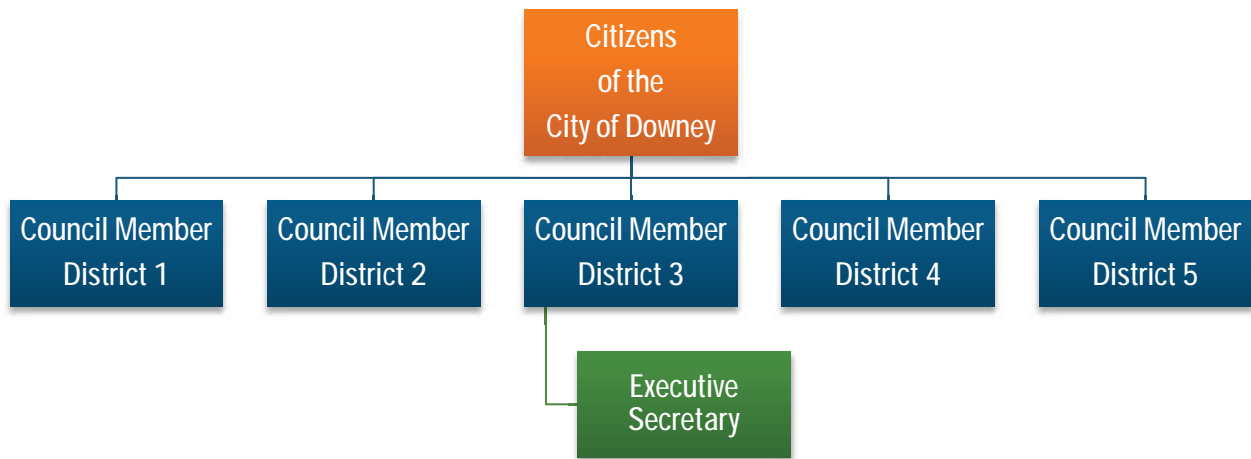
### Division Budget Summary

City Clerk	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$268,248	\$289,864	\$302,356	\$201,881	\$246,169
Operations, Materials & Supplies	21,158	21,541	30,325	12,327	28,950
Indirect Costs	25,936	30,286	31,926	31,926	31,881
Contract Services	29,818	194,620	39,750	27,175	226,050
<b>City Clerk Total</b>	<b>\$345,160</b>	<b>\$536,312</b>	<b>\$404,357</b>	<b>\$273,309</b>	<b>\$533,050</b>

### Contractual & Professional Detail

Account			Description	Amount
10	1130	0700	AV Capture All (Video Recording/ Web-streaming public meetings)	7,200
10	1130	0700	Quality Code (Municipal Code Updates)	6,000
10	1130	0700	Laserfiche Avante (Records Management Archival System)	15,000
10	1130	0700	Microfilming Services	6,000
10	1130	0700	Net File (Statements of Economic Interests Electronic Filing)	4,000
10	1130	0700	IT Contract Services	8,750
10	1130	0700	Gladwell Governmental Services, Inc.	600
10	1130	0700	Spinitar (Chamber Audio Support & Maintenance)	5,000
10	1135	0700	Martin & Chapman (Election Consultant)	500
10	1135	0700	Los Angeles County Registrar Recorder	170,000
10	1135	0700	Language Network	3,000
<b>Total Detail</b>				<b>\$226,050</b>

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
City Council	0	0	5	5
Executive Secretary	1	1	1	1
Secretary to the City Council	0	0	0	0
<b>Total Full Time Positions</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>6</b>



# ADMINISTRATION

## Office of the City Council

### Division Description

The City Council is the official legislative body for the City of Downey. It sets all policy necessary for the provision of public services to the Downey community and adopts ordinances and resolutions as expressions of those policies. On an annual basis, the City Council sets priorities to be addressed throughout City operations. The City Council appoints the City Manager, City Clerk, City Attorney, and various City commissions, boards and advisory bodies. Members are elected from one of the five Council districts. Four of the districts each comprise approximately one-fourth of the City. The fifth district encompasses the entire City. The titles of Mayor and Mayor Pro Tem are rotated on an annual basis by vote of the City Council.

The annual budget adopted by the City Council appropriates funds for programs, initiatives and operations that address those annual priorities. The FY 2018-2019 Budget addresses the following Priorities, as set by the City Council:

- Fiscal Responsibility
- Efficiency and Adaptability
- Economic Vibrancy
- Quality of Life, Infrastructure and Parks
- Public Engagement

Within each of these five, broad priorities, there are specific objectives set by the Council and supporting goals determined by each department. Every year, a list of priorities is established based on input from the City Council. The City Council receives a regular update on the incremental steps taken to address their annual priorities.

### Division Performance Measures

City Council Priority		Actual FY 2015-2016	Actual FY 2016-2017	Projected FY 2017-2018	Planned FY 2018-2019
Efficiency & Adaptability	Number of City Council Meetings	23	23	23	23
	Goal Setting Workshops	1	1	1	1
	Number of Councils, Boards and Subcommittees served on by Council Members	34	34	34	34
Fiscal Responsibility	Percent Completion Of Fiscal Year Goals	100%	100%	100%	100%
Public Engagement	Number of Ribbon Cuttings/ Groundbreakings/ Special Events	N/A	5	5	10

### Budget Narrative

The City Council budget for FY 2018-2019 remains consistent with previous budget years and will continue to allow the City Council to work effectively with the City Manager to maintain accountability in implementing budget priorities for the upcoming year. Funds are included in this budget to enable City Council members to represent the best interests of the citizens and businesses of Downey on local boards, regional agencies, and special districts. In addressing the City Council's five priorities, funds are authorized within this budget for small-scale public engagement activities, promotional items and events, Council transition ceremonies and priority and goal setting workshops.

### Division Budget Summary

City Council	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$122,698	\$136,172	\$134,689	\$124,827	\$139,537
Operations, Materials & Supplies	84,546	113,772	85,670	65,301	72,950
Indirect Costs	36,145	42,225	53,592	53,592	53,277
Contract Services	37,533	32,300	46,000	37,043	46,000
<b>City Council Total</b>	<b>\$280,922</b>	<b>\$324,470</b>	<b>\$319,951</b>	<b>\$280,763</b>	<b>\$311,764</b>

### Contractual & Professional Detail

Account			Description	Amount
10	1110	0670	League of California Cities	26,000
10	1110	0670	Independent Cities Association	5,000
10	1110	0670	California Contract Cities Association	5,000
10	1110	0670	Various Government Agencies & Groups	4,000
10	1110	0670	Shellito Consulting - Council Annual Priorities Workshop	6,000
<b>Total Detail</b>				<b>\$46,000</b>

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
Administrative Aide	1	1	1	0
Assistant City Manager	1	1	1	1
Assistant to the City Manager	1	1	1	1
City Manager	1	1	1	1
Executive Secretary	1	0	0	0
Management Analyst	0	1	1	2
Secretary	0	0	0	1
<b>Total Full Time Positions</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>

# ADMINISTRATION

## Office of the City Manager

### Division Description

The City Manager is responsible for the implementation of policy decisions established by the Downey City Council and the coordination of those efforts through the various City departments. The City Manager assists the City Council in the development and formulation of policies, goals and objectives. The City Manager provides administrative direction to the City's department directors and is responsible for managing the activities and operations of the City.

The division includes Public Information, which coordinates City information with respect to social media, publications, press releases, media responses, and website content. In addition, Legislative Analysis and Special Projects such as regional homeless task forces, Veteran programs, and grant management are also part of the City Manager's Office.

### Division Performance Measures

City Council Priority		Actual FY 2015-2016	Actual FY 2016-2017	Projected FY 2017-2018	Planned FY 2018-2019
Efficiency & Adaptability	ADA Complaints (%) Resolved within Grievance Tracking	N/A	100%	100%	100%
	Annual Report	1	1	1	1
	Percent Of Scheduled Progress Reports Completed	100%	100%	100%	100%
Public Engagement	Social Media Post Engagements	N/A	581,500	800,000	1,000,000
	Social Media Likes/Followers (Facebook)	N/A	10,000	15,000	20,000

### Budget Narrative

The City Manager's Office will continue to provide oversight and direction to City departments to ensure the implementation of policies and priorities set forth by the City Council. This year's budget request will allow staff to continue working aggressively on a homeless action plan and expand its volunteer program.

The Public Information division will continue to effectively and efficiently carry out information to the general public and news media through a variety of sources which include press releases, newsletters, promotional items, redesigning the City website and maximizing the use of the City's social media channels.

This fiscal year budget also includes the addition of one (1) full time Secretary that will assist both the City Manager and City Clerk offices. Additionally, a second Management Analyst position has been added, replacing the Administrative Aide position that was previously budgeted in past fiscal years.

### Division Budget Summary

City Manager	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$755,160	\$769,084	\$831,056	\$750,429	\$853,586
Operations, Materials & Supplies	75,793	84,665	79,050	66,142	86,050
Indirect Costs	29,652	34,047	34,571	35,574	34,500
Contract Services	156,420	99,719	215,202	90,340	181,002
Capital Outlay	0	0	11,000	10,909	0
Capital Improvement	0	0	50,000	0	0
<b>City Manager Total</b>	<b>\$1,017,024</b>	<b>\$987,516</b>	<b>\$1,220,879</b>	<b>\$953,395</b>	<b>\$1,155,138</b>

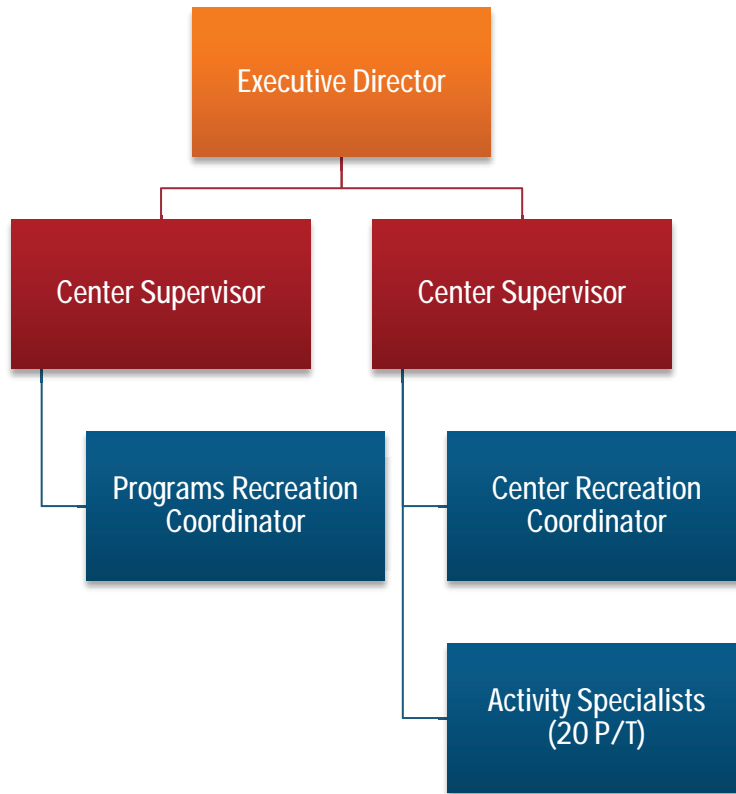
### Contractual & Professional Detail

Account	Description	Amount
10 1210 0670	Rotary Annual Membership	1,800
10 1210 0670	Grant Writing Services	20,000
10 1210 0670	Shellito Consulting – Department Head Annual Workshop	4,000
10 1210 0700	Grant Finder Membership	1,000
10 1210 0700	Mid Management Consulting	4,000
10 1210 0700	IT Contract Services	20,202
10 1210 0700	Coast to Coast (Homeless Services)	50,000
10 1210 0700	Technology and Innovation Projects	40,000
10 1210 0700	Citywide Staff Training	20,000
10 1230 0700	City Website Hosting and Maintenance Services	15,000
10 1230 0700	Archive Social – Record Retention (Social Media)	5,000
<b>Total Detail</b>		<b>\$181,002</b>

# ADMINISTRATION

## Columbia Memorial Space Center

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
Administrative Assistant	1	0	0	0
Recreation Coordinator	0	0	0	2
Center Supervisor	1	2	2	2
Executive Director	1	1	1	1
<b>Total Full Time Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>5</b>

## Columbia Memorial Space Center

### Division Description

The Columbia Memorial Space Center (CMSC) is a space museum and science learning center opened in 2009. The Space Center strives to ignite a community of creative and critical thinkers throughout Southern California with innovative and world-class experiences in science, technology, engineering and math (STEM). Located on a historic NASA site, CMSC honors the rich aerospace history of the City of Downey by focusing on the future, working to be the hub of innovative STEM learning throughout Southern California and serving as a hands-on learning center dedicated to bringing the wonder and excitement of STEM to audiences of all ages and backgrounds. In addition, the Space Center serves as NASA's official memorial to the astronauts lost on Space Shuttle Columbia.

The Space Center receives most of its funding from the General Fund and generates a small amount of revenue from sources including admission prices, field trip fees, event reservation fees and gift store sales. The Center also supports a non-profit Foundation that was established in 2004 to provide financial assistance to the programs and operations of the Space Center. FY 2018-2019 will see the further implementation of a plan adopted recently to increase the Foundation's activity supporting the Space Center.

### Division Performance Measures

City Council Priority		Actual FY 2015-2016	Actual FY 2016-2017	Projected FY 2017-2018	Planned FY 2018-2019
Public Engagement	Number of patron visits in the fiscal year	67,497	69,428	67,000	73,000
	Number of Special Events (Robotics Workshop, Rocket Fever, Scouting Days)	154	203	170	175
	Percent weekends booked for rentals	98%	98%	82%	85%
	Number of early childhood/elementary classes conducted	17	22	24	24
	Number of CLC missions conducted	131	144	130	135
	Percent enrollment in summer camps & workshops	67%	80%	92%	98%
	Number of Saturday Science Workshops held	10	35	Discontinued	Discontinued
	Number of ROP and Volunteer Hours	3,272	2,895	3,200	3,800
	Number of Birthday Parties	28	30	30	30
	Percent Saturdays booked for birthday parties	55%	58%	55%	57%
	Number of teacher workshops	7	8	8	12

**Columbia Memorial Space Center****Budget Narrative**

The Columbia Memorial Space Center addresses both the City Council's Quality of Life Priority and its Public Engagement Priority. The Space Center is a unique resource for the City of Downey, serving the learning and leisure-time activities of children and adults while housing two exceptional learning environments open to the public, namely the Robot Lab and Challenger Learning Center. The activities of the CMSC are diverse and serve the city in many ways, including providing informal science education enrichment programs to various age groups; offering hands-on exhibit experiences; affording access to and preservation of artifacts related to Downey's aerospace history; furnishing community convening space; and delivering special events that bring the community together.

The Space Center continues to grow in almost every sector. Its programs, field trip visits, outreach activity, reservations, and special events, have all seen increased use and attendance. The number of guest engagements, including on-site visits and off-site experiences, doubled in recent years; the Center is on track to meet the same number in FY 2017-2018. This increased activity has been accomplished within a consistent budget over the past few years. However, FY 2018-2019 begins a time of even more anticipated activity at the Space Center as it will see the beginning of two, year-long initiatives that will launch the Center into its next 5-10 year strategic plan, namely the 10<sup>th</sup> Anniversary of the Space Center itself and the 50<sup>th</sup> Anniversary of the first moon landing. Both take place in 2019.

Reflecting the Space Center's growth and the increased coordination that comes with it, the FY 2018-2019 budget implements reasonable changes that will ensure the Center continues the delivery of its diverse activities in ways that ensure quality and efficiency. Allowances have been made to cover increased part-time staff costs; part-time staff make up the bulk of the Center's workforce. To ensure high-quality guest experiences in our anniversary year, continued effort will be put into maintaining equipment and staff training, along with allowances for making use of outside experts for program planning and fundraising at a level consistent with the previous year. Additionally, as the Space Center has grown in the past few years, so has the quantity and quality of its activities. To ensure that the same levels of both can be maintained as a spotlight is shown on the Center during 2019, the budget proposes transforming two part-time coordinator positions into full-time coordinator positions. The increased coordination is needed as the Center capitalizes on the program building of the previous years and as its current full-time staff begins to focus on sustainability, facility improvements and exhibit upgrades needed after 10 years of use.



# ADMINISTRATION

## Columbia Memorial Space Center

### Division Budget Summary

Colombia Memorial Space Center	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$560,526	\$607,874	\$607,869	\$595,348	\$701,669
Operations, Materials & Supplies	139,913	129,873	156,035	113,158	131,800
Indirect Costs	65,400	65,400	41,300	41,300	41,300
Contract Services	76,692	70,206	85,000	51,423	85,000
Capital Outlay	679	0	0	0	0
<b>Colombia Memorial Space Center Total</b>	<b>\$843,210</b>	<b>\$873,353</b>	<b>\$890,204</b>	<b>\$801,229</b>	<b>\$959,769</b>

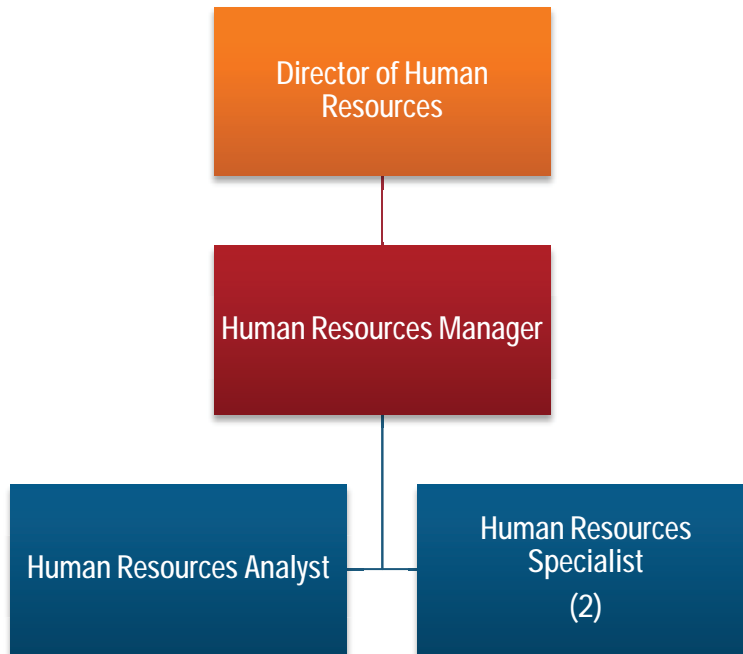
### Contractual & Professional Detail

Account			Description	Amount
24	4511	0670	CLC Annual License Fee	20,000
24	4511	0670	ASTC Membership	1,000
24	4511	0670	American Alliance of Museums (AAM)	1,000
24	4511	0670	Smithsonian Affiliation Fee	3,000
24	4511	0700	Exhibit Upgrade Maintenance & Repair	15,000
24	4511	0700	CLC and Staff Training	3,000
24	4511	0700	IT services (Datasource)	22,000
24	4511	0700	Museum Planning and Programming Consultants	20,000
<b>Total Detail</b>				<b>\$85,000</b>

# ADMINISTRATION

## Human Resources

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
Administrative Aide	1	0	0	0
Executive Secretary	1	0	0	0
Human Resources Analyst	0	1	1	1
Human Resources Director	1	1	1	1
Human Resources Manager	0	0	1	1
Human Resources Specialist	0	2	3	2
Human Resources Technician	1	0	0	0
Sr. Human Resources Analyst	1	1	0	0
<b>Total Full Time Positions</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>5</b>

# ADMINISTRATION

## Human Resources

### Division Description

Human Resources is responsible for the administration of the City's personnel system, which includes both traditional and routine personnel functions to support organizational objectives and goals. Functional areas include: recruitment and selection testing; classification and compensation; employee and labor relations; collective bargaining support; implementation and administration of Memoranda of Understanding; development and administration of personnel rules and regulations; employee training and development; management consultation on discipline and other personnel matters; workers' compensation administration; employee benefits administration; application and adherence to Federal and State employment laws; and, personnel records management.

### Division Performance Measures

City Council Priority		Actual FY 2015-2016	Actual FY 2016-2017	Projected FY 2017-2018	Planned FY 2018-2019
Efficiency & Adaptability	Number of full time recruitments conducted	35	40	35	33
	Number of part time recruitments conducted	41	39	40	40
	Number of collective bargaining agreements (MOUs) negotiated and implemented	6/7	1/7	6/7	1/7
	Number of Personnel Status Changes evaluated and processed	915	946	950	950
	Number of supervisory and management skills training sessions provided or conducted, including mandated training	19	17	20	20

# ADMINISTRATION

## Human Resources

### Budget Narrative

This year's budget request supports essentially the same workplan as the previous fiscal year. There are increasing needs for additional help in loss prevention analysis and implementation of a more robust safety program which will need to be addressed in the future. .

The Division continues to evaluate service delivery methods through implementation of various technology services for efficiency, which includes a Human Resources Information System (HRIS) and the potential implementation of a new, city-wide timekeeping software system.

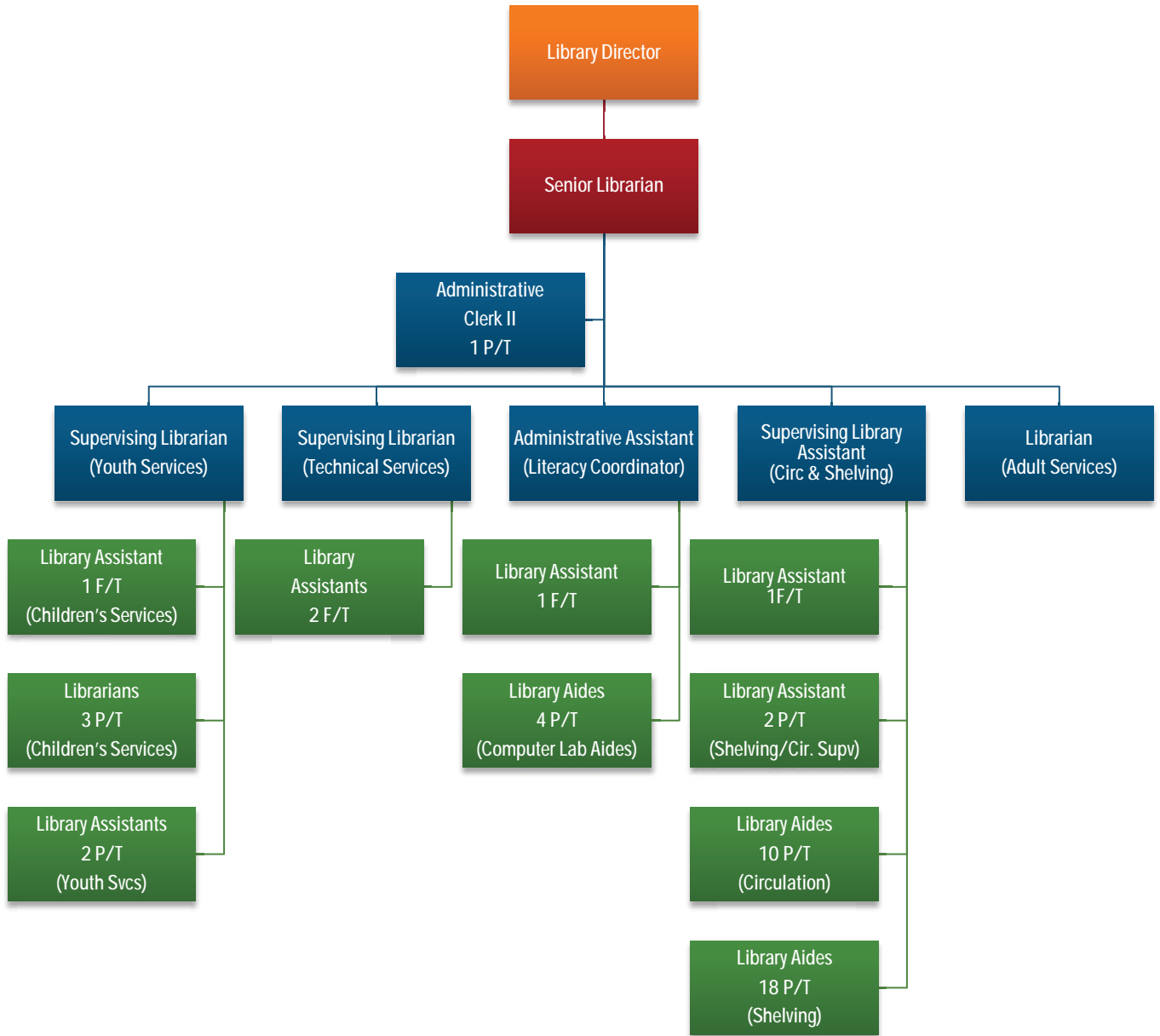
### Division Budget Summary

Human Resources	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$573,258	\$654,997	\$839,798	\$731,203	\$717,262
Operations, Materials & Supplies	\$1,156,222	\$1,054,796	\$655,378	\$316,765	\$518,975
Indirect Costs	\$21,853	\$25,079	\$26,736	\$26,736	\$26,690
Contract Services	\$110,162	\$110,762	\$127,667	\$95,778	\$69,846
<b>Human Resources Total</b>	<b>\$1,861,495</b>	<b>\$1,845,634</b>	<b>\$1,649,579</b>	<b>\$1,170,482</b>	<b>\$1,332,773</b>

### Contractual & Professional Detail

Account	Description	Amount
10 1390 0670	NeoGov On-Line Applicant Tracking	9,446
10 1390 0670	Governmentjobs.com Membership	1,463
10 1390 0670	NeoGov On-Line Performance Tracking	4,876
10 1390 0670	Eden HR IS Module	1,980
10 1390 0670	NeoGov Onboarding	8,800
10 1390 0670	Written Exams	7,000
10 1390 0670	Onsite Training	6,000
10 1390 0670	Fingerprinting	6,000
10 1390 0670	Professional Memberships	8,500
10 1390 0670	Background Checks	2,100
10 1390 0670	National Safety Compliance (DOT)	4,000
10 1390 0670	Bilingual Skills Testing	600
10 1390 0700	IT Help Desk	9,081
<b>Total Detail</b>		<b>\$69,846</b>

## Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
Administrative Assistant	1	1	1	1
Librarian	3	3	3	3
Library Assistant	3	3	3	4
Senior Librarian	1	1	1	1
Senior Library Assistant	1	0	0	0
Supervising Library Assistant	0	1	1	1
<b>Total Full Time Positions</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>

### Division Description

The Downey City Library's mission is to *grow with the Community by bringing people and resources together*. The Library's policies and staff effectively manage information and technological resources in order to provide quality services and materials to meet that mission. Thanks to the efforts of staff to recruit, train, supervise and reward our volunteers, the Downey community benefitted from more than 7,900 hours of Volunteer time and effort – the equivalent of four full-time employees. In addition to providing 54 hours of public service per week, Library staff selects and maintains print and electronic collections, provides one-on-one assistance, and instruction at the reference desk. Staff hosts weekly story times in English and Spanish to prepare children for preschool and kindergarten; teaches basic computer classes; plans programs and events for young adults and adults; conducts book clubs and arranges for Author events and speakers. Other services offered by the Library include "Every Child Ready to Read" programs, family literacy support, adult literacy, tutoring and assistance with job preparation and job searches. An 18-station computer lab, free beginning computer classes, and a variety of non-fiction and entertainment DVDs, music CDs and audio books are available. The Library's catalog is accessible online for searches, book renewals and holds, access to electronic reference databases and use of the Library's language learning software, which provides individualized language instruction in six different languages.

### Division Performance Measures

City Council Priority		Actual FY 2015- 2016	Actual FY 2016- 2017	Projected FY 2017- 2018	Planned FY 2018- 2019
Quality of Life Public Engagement	Number of patron visits in the fiscal year	371,625	371,625	372,000	373,000
	Number of Items Borrowed	365,658	365,658	326,000	330,000
	Children’s Program Attendance	11,121	11,121	10,000	10,000
	Summer Reading Participation	3,095	3,095	3,000	3,100
	Adult Literacy Program Tutor Hours	3,404	3,404	3,700	3,700
	Number of hours of basic computer instruction provided	50	50	50	50
	Number of volunteer hours provided	8,411	8,411	8,400	8,400
	Number of library card holders	72,555	72,555	78,000	80,000
	Number of computer lab sessions	42,221	42,221	42,000	42,000
	Number of E-books checked out	4,858	4,858	5,000	5,200
	Visits Per Hour Open (Downey Library vs. State Median)	137 DCL vs. 65 median	137 DCL vs. 65 median	137 DCL	137 DCL
	Circulation Per Hour Open (Downey Library vs. State Median)	137 DCL vs. 79 median	137 DCL vs. 79 median	137 DCL	137 DCL
	Operating Expenditures Per Visit (Downey Library vs. State Median)	\$4.68 DCL vs. \$8.60 median	\$4.68 DCL vs. \$8.60 median	\$5.05 DCL	\$5.06 DCL
	Operating Expenditures Per Borrower (Downey Library vs. State Median)	\$23.97 DCL vs. \$58.90 median	\$23.97 DCL vs. \$58.90 median	\$24 DCL	\$24 DCL
	Customer Survey Rating - Quality of Service	n/a	n/a	98% Good or Very Good	>95% Good or Very Good
Customer Service Rating – Speed of Service	n/a	n/a	95% Good or Very Good	>95% Good or Very Good	

\*the “Planned FY2018-2019” statistics may change significantly due to the Library renovation project, expected to begin in early 2019.

### Budget Narrative

FY 2018-2019 will be one of great change for the Downey City Library and the budget reflects this. The Library will be the beneficiary of a significant portion of the funds generated by the City's Measure S. These funds will be used to reimagine and reenergize the Library, with a complete renovation of the Library's physical space as well as a rethink of its mission and place in the Downey community. These changes bring a host of new opportunities and activities. Modest increases in the budget allow for an increase in programming and staff development to retrain staff in new Library practices and services, including an expansion of the Downey One Card program and exploration of an improved electronic payment system, increasing convenience for the public and laying a foundation for new practices in the revamped Library. Additionally, part-time staff allocations, the majority of the Library's workforce, reflect scheduled minimum wage increases. The Library is adding one additional full-time Library Assistant to coordinate circulation tasks both during the current operation of the Library and adjusting the circulation for the refurbished building.

The Library budget allows the continued pursuit of Council priorities for Quality of Life and Public Engagement, by providing cultural and technological learning opportunities and hosting forums for discussion of books, art and recent news topics. In addition to adding baby story time on Saturdays and a quarterly family literacy night, staff has added a monthly Lego builder's club, a monthly family game night, a monthly kid's craft night and an annual Summer Kick-Off event to continue to expand the Summer Reading Program, at no additional cost to the city. However, these services are expected to continue through 2018; in 2019, the programming of the Library is expected to change significantly as the Library improvement project begins and services are modified to reflect that activity.

### Division Budget Summary

Library	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$1,026,364	\$1,151,352	\$1,275,706	\$1,128,263	\$1,346,762
Operations, Materials & Supplies	367,657	428,037	422,103	297,118	421,025
Indirect Costs	210,703	247,359	247,359	247,359	279,581
Contract Services	145,109	163,051	155,752	111,040	173,450
Capital Outlay	1,472	20,027	0	0	0
<b>Library Total</b>	<b>\$1,751,304</b>	<b>\$2,009,827</b>	<b>\$2,100,920</b>	<b>\$1,783,780</b>	<b>\$2,220,818</b>



# ADMINISTRATION

## Library

### Contractual & Professional Detail

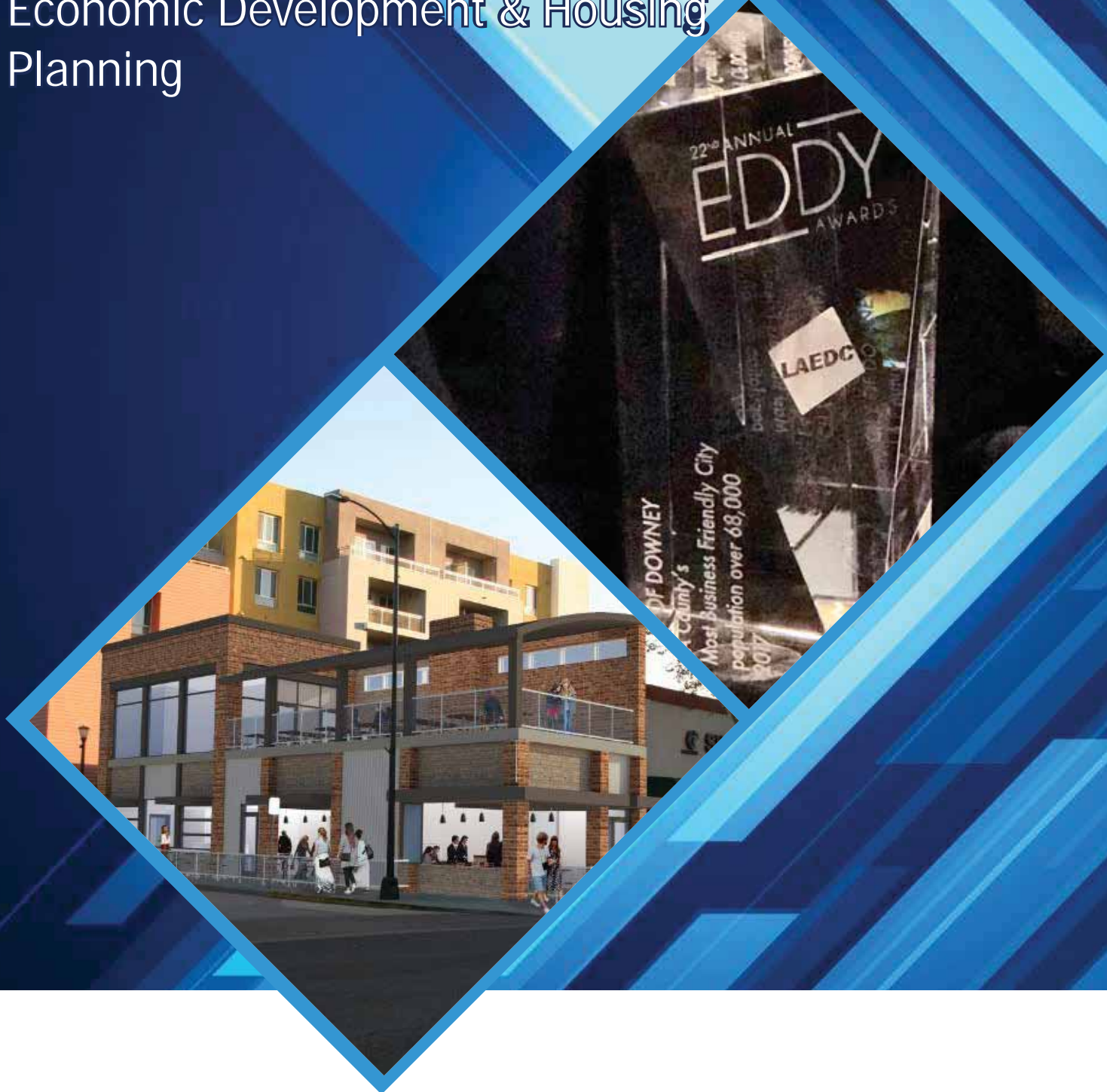
Account			Description	Amount
10	4390	0670	ALA Memberships	980
10	4390	0670	CLA Memberships	650
10	4390	0670	Coordinating Council Annual Dues	20
10	4390	0700	OverDrive - E-Book MARC Records	1,000
10	4390	0700	Marcive - Annual Service Fee	2,500
10	4390	0700	Marcive - Authority Notification Service, Data Only	1,500
10	4390	0700	Marcive - Database Record Management	4,000
10	4390	0700	OCLC - Annual Service Fee	23,000
10	4390	0700	SCLC - Annual Membership Fee	5,100
10	4390	0700	Califa - Annual Membership Fee	450
10	4390	0700	Amazon Prime Membership Fee	150
10	4390	0700	Ingram - Shelf-Ready Processing Services	30,000
10	4390	0700	UMS - Collection Agency Fees	5,000
10	4390	0700	Repair Services	2,000
10	4392	0700	Adobe Creative Cloud - Annual Subscription Fees	1,600
10	4392	0700	Stack Map - Annual Service Fee	3,000
10	4392	0700	Edelweiss Analytics - Annual Service Fee	6,000
10	4392	0700	OverDrive - Annual Service Fee	12,000
10	4392	0700	Firewall & Security Support	8,000
10	4392	0700	Ventura Business Systems (VBS) - Annual Envisionware Maintenance Fee	6,000
10	4392	0700	Internet Service Provider (After E-Rate Reimbursements)	4,400
10	4392	0700	iTiva Telephone Circulation - Annual Maintenance Fee	3,000
10	4392	0700	Public Web Browser - Annual License Fee	200
10	4392	0700	Contract IT Support Services	50,000
10	4392	0700	E-Rate Application and Consulting Services	2,500
10	4394	0700	Staff Training	400
<b>Total Detail</b>				<b>\$173,450</b>



**City of Downey**  
California



Administration  
Building & Safety  
Code Enforcement  
Economic Development & Housing  
Planning



# COMMUNITY DEVELOPMENT



## Department Overview

### Organizational Chart



## Department Description

The Community Development Department is responsible for improving and sustaining the health of the city's economy, neighborhoods and infrastructure and includes five divisions: Administration, Building & Safety, Code Enforcement, Economic Development & Housing, and Planning. The Department oversees all economic development and redevelopment projects within the city, administers federal grants for community improvement, and oversees the redevelopment dissolution process.

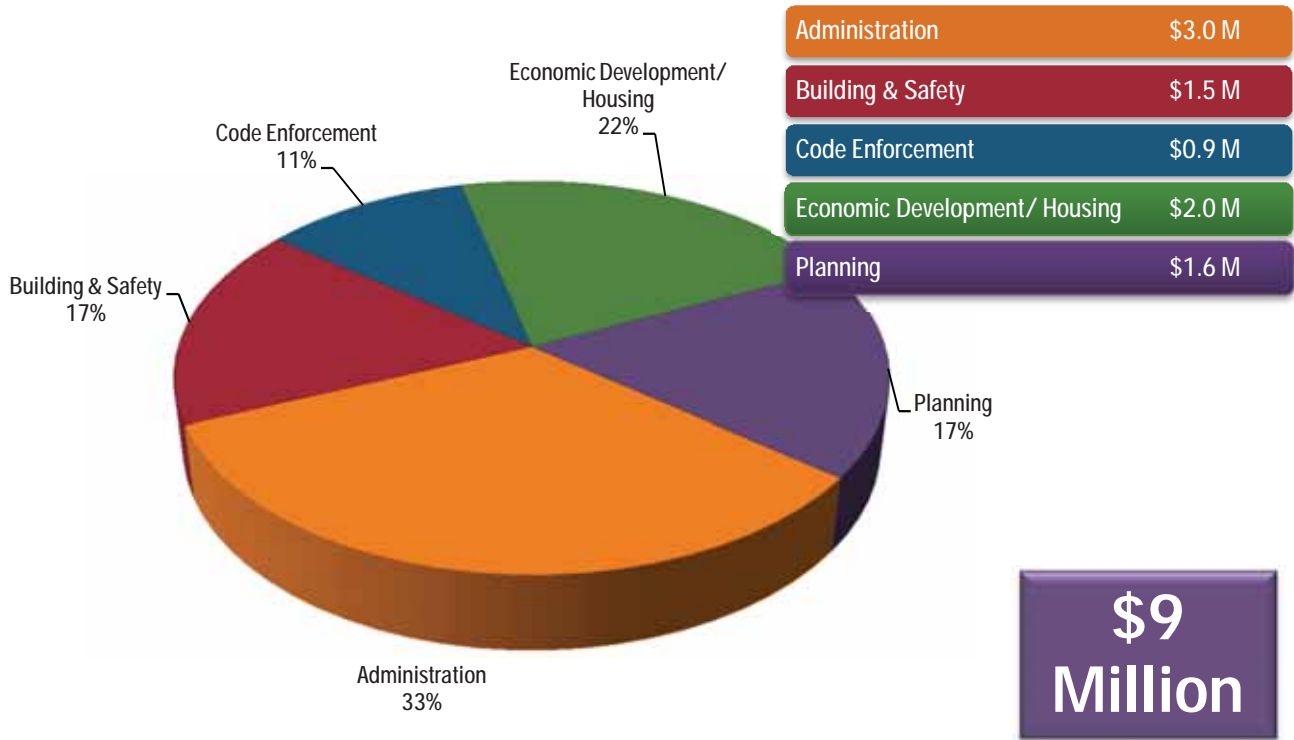
# COMMUNITY DEVELOPMENT

## Department Summary of Full Time Positions

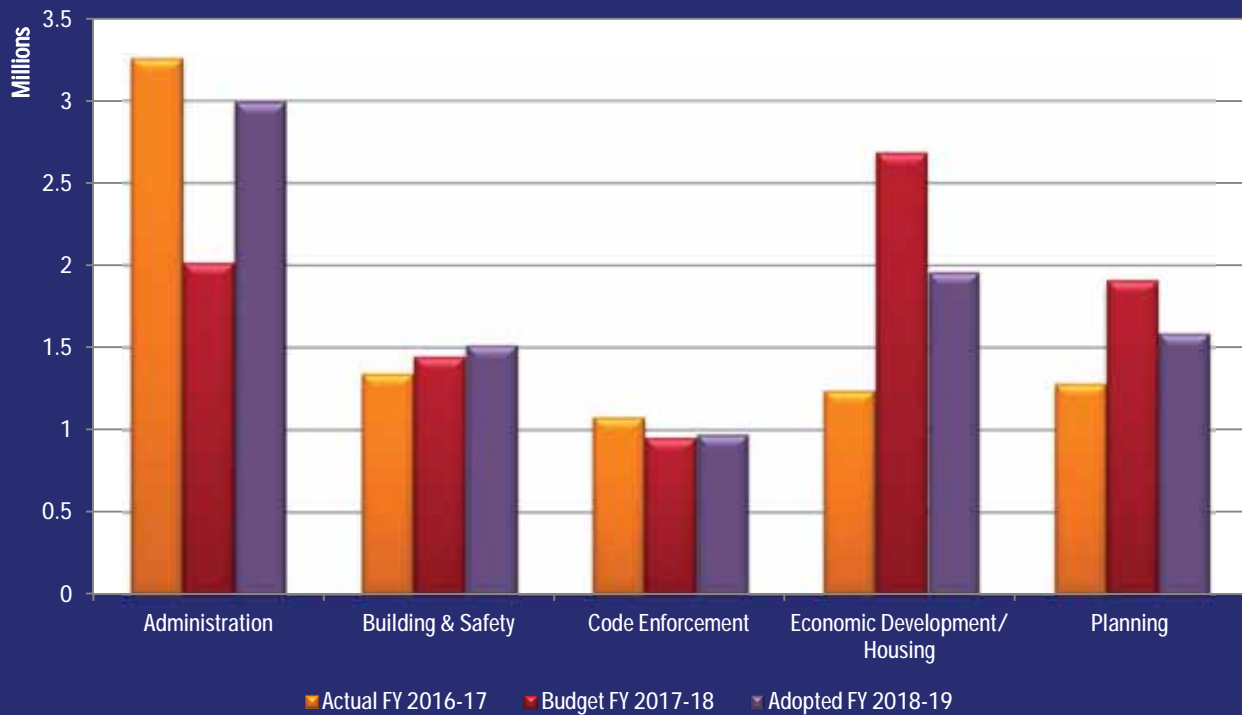
	Actual FY 2015- 2016	Actual FY 2016- 2017	Actual FY 2017- 2018	Adopted FY 2018- 2019
<b>Administration</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>
Director of Community Development	1	1	1	1
Economic Development/ Housing Manager	1	0	0	0
Executive Secretary	1	1	1	1
<b>Building &amp; Safety</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>
Building Inspector	1	1	1	1
Building Official	0	1	1	1
Building Permit Technician	2	2	2	2
Principal Building Inspector	1	1	1	1
<b>Code Enforcement</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Administrative Clerk II	1	1	1	1
Code Enforcement Officer	3	3	3	3
Senior Code Enforcement Officer	1	1	1	0
Code Enforcement Supervisor	0	0	0	1
<b>Economic Development/ Housing</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
Administrative Aide	1	0	0	0
Economic Development/ Housing Manager	0	1	1	1
Management Analyst	0	1	1	1
<b>Planning</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
Assistant Planner	1	1	1	1
Associate Planner	1	1	1	1
City Planner	1	1	1	1
Principal Planner	1	1	1	1
Secretary	1	1	1	1
Senior Planner	1	1	1	1
<b>Community Development</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>20</b>

# COMMUNITY DEVELOPMENT Department Summary

## Total Budget Expenditures by Division



## 3 Year Trend - Total Budget Expenditures



## Fiscal Year 2017-2018 Recent Accomplishments & Performance Indicators

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Issued building permits and continued vertical construction of numerous residential projects including: Center Point Townhomes, Village Walk Townhomes, High Point Townhomes, 6-unit apartments on Second St., and 4-unit townhomes on Imperial Hwy.		X	X	X	
Entitled multiple commercial developments, including Marriot Springfield Suites hotel, new Starbucks on Paramount and Florence, industrial building on Woodruff, and new restaurant at southeast corner of Second St, and Downey Ave, La Barca, and Burlington at the Promenade.	X	X	X	X	
PC approval of adaptive reuse of the Avenue Theater.	X	X	X	X	
Completed upgrade to Accela backbone and expanded system to include Housing and Code Enforcement Divisions		X			X
Completed code amendments for marijuana, private school signs, and accessory dwelling units.				X	X
Completed the Bio-Medical Overlay zone study	X		X		X
Continued a multi-agency effort to revitalize the Rancho South Campus: five-acre sports park, West Santa Ana Branch Light Rail Station, and new Specific Plan.	X		X	X	X
Completed the rehabilitation of 16 owner-occupied homes.		X	X	X	
Secured a HUD Loan to assist Downey Nissan with the operating expenses to hire at-least 35 full-time equivalent jobs to low- and moderate-income persons.			X	X	X
Provided Benihana with Community Development Block Grant funds to hire at-least 15 full-time equivalent jobs to low- and moderate-income persons.			X	X	X
Assisted 25 homeless families and individuals access housing.				X	X
Assisted 2 low-income first-time homebuyers purchase a home.				X	X
Completed and began implementation of the Imperial Highway Strategic Plan.			X	X	
Performed 11,000 Building and Fire Inspections.	X	X		X	X
Issued 2,200 building permits with a total valuation of over 150 million dollars	X	X	X		
Inspected 2,365 new Code Enforcement cases and closed over 1,635 cases.		X		X	X
Executed County lease for soccer fields at Rancho.			X	X	
Completed the Construction of Giant RV.		X	X		



# COMMUNITY DEVELOPMENT

## Fiscal Year 2018-2019 Goals & Objectives

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Foster Downtown Downey growth and promotion by attracting retail, restaurant, and housing developments.		X	X	X	
Begin construction of Marriott hotel.	X		X		
Continue to facilitate the development of quality residential and commercial projects.		X	X	X	
Maintain a high level of customer service through efficient and speedy service at the public counter, accurate and timely plan review.		X			X
Continue to prepare a new specific plan for the Rancho Los Amigos South Campus, and Light Rail Station.		X		X	X
Continue assisting in the economic growth of the city by facilitating the revitalization of all of our commercial corridors.		X	X	X	
Initiate plans for the redevelopment of remaining 21 acres at The Promenade.			X	X	
Assess results of Development Permit Process Review, Imperial Highway Economic Development and Bio-Medial Overlay Zone Study.		X	X	X	
Work with County to procure a company for the design and building of new soccer fields at Rancho.	X		X	X	
Begin the construction of parking structure at Kaiser Permanente.		X	X	X	
Complete the construction of Center Point, High Point, Downey Oasis and Village Walk townhomes.		X	X	X	
Continue to expand the use of the ACCELA permit tracking system by implementing a Code Enforcement platform and providing mobile access to field officers.		X			X
Maintain and improve Downey's quality of life through Code Enforcement actions dealing with problematic, abandoned & vacant properties.	X			X	X
Continue to provide a high level of customer service by utilizing Code Enforcement as a tool to enforce the highest standards for industrial, commercial and residential properties throughout the community.		X		X	X
Complete the rehabilitation of 20 owner-occupied homes.			X	X	X
Provide Benihana with Community Development Block Grant funds to hire at-least 15 full-time equivalent jobs to low- and moderate-income persons.			X	X	X
Assist at least 20 families and/or individuals who are homeless, or on the verge of, with locating permanent housing.				X	X
Work with internal departments to combat illegal dumping.		X		X	
Work with LA County and American Legion to develop veteran housing at 11269 Garfield Avenue.	X		X	X	



# COMMUNITY DEVELOPMENT

## Department Summary

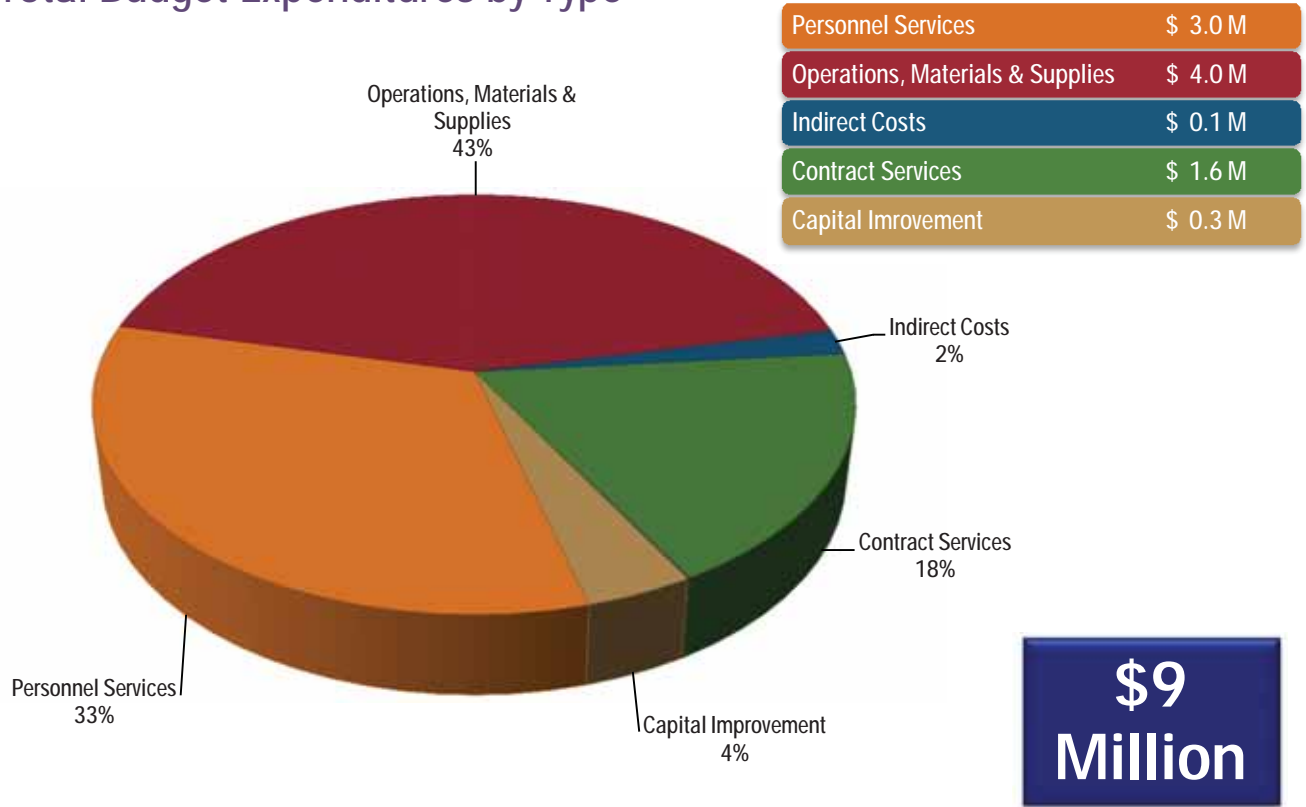
By Type	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	2,428,555	2,624,942	2,851,312	2,514,190	2,964,977
Operations, Materials & Supplies	4,905,282	3,934,513	4,083,369	1,838,432	3,879,094
Indirect Costs	114,145	127,621	141,428	143,138	176,233
Contract Services	1,533,050	1,499,999	1,915,188	2,598,413	1,641,803
Capital Outlay	-	13,495	19,858	12,993	10,300
Capital Improvement	-	-	-	96,448	356,013
<b>Grand Total</b>	<b>\$ 8,981,032</b>	<b>\$ 8,200,570</b>	<b>\$ 9,011,154</b>	<b>\$ 7,203,615</b>	<b>\$ 9,028,420</b>

By Division	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Administration	3,471,416	3,260,024	2,015,482	1,121,999	2,995,431
Building & Safety	1,279,261	1,341,455	1,445,434	1,163,059	1,515,736
Code Enforcement	1,001,605	1,077,512	951,997	990,536	972,106
Economic Development/ Housing	2,038,850	1,239,576	2,686,558	2,676,463	1,959,480
Planning	1,189,900	1,282,004	1,911,683	1,251,557	1,585,667
<b>Grand Total</b>	<b>\$ 8,981,032</b>	<b>\$ 8,200,570</b>	<b>\$ 9,011,154</b>	<b>\$ 7,203,615</b>	<b>\$ 9,028,420</b>

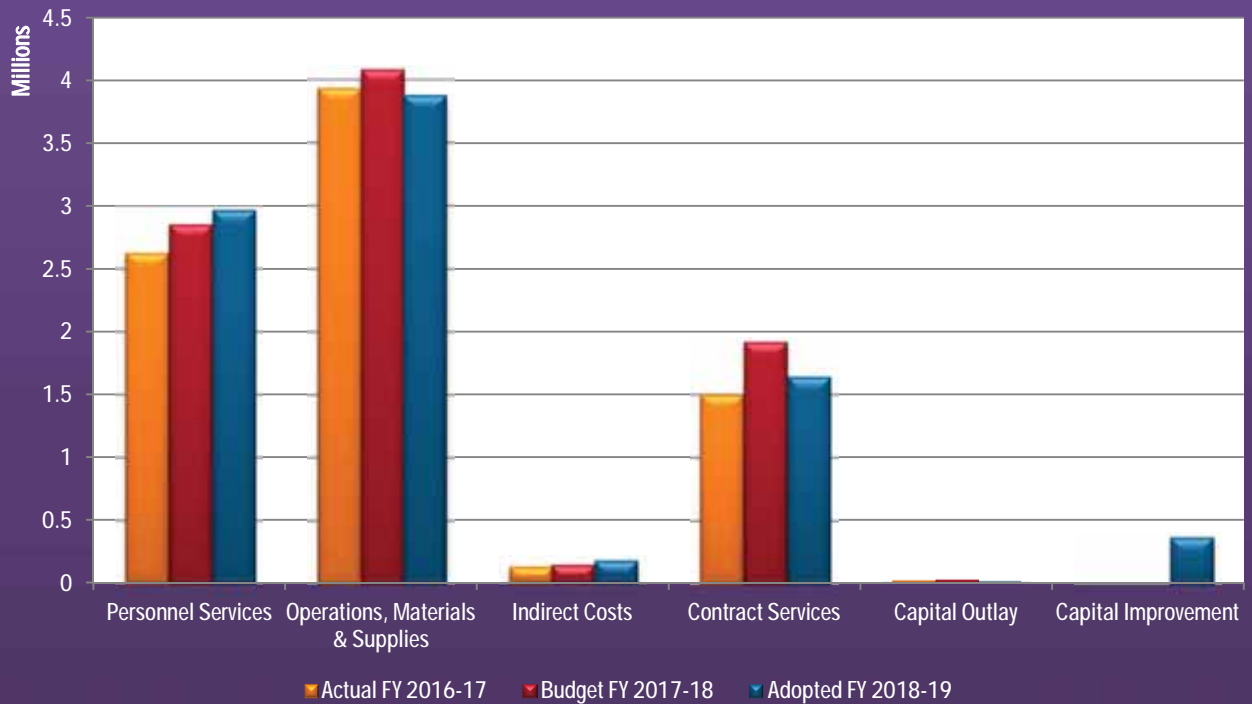
By Fund	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
10 - General Fund	4,572,076	4,515,905	5,345,870	4,070,605	4,795,436
26 - CIP Grant Fund	-	-	-	96,448	356,013
28 - CDBG	700,905	975,657	1,226,512	2,109,864	1,136,410
29 - HOME	1,337,634	262,601	1,459,746	566,261	822,770
62 - Equipment	11,286	8,352	9,400	6,698	9,400
73 - Special Deposits	500	-	-	-	-
84 - Successor Agency - Housing	67,005	6,446	85,045	27,030	6,800
91 - Redevelopment Agency	250,450	281,000	254,500	154,500	254,500
93 - CRA Debt Service	2,041,176	2,150,610	630,081	172,208	1,647,091
<b>Grand Total</b>	<b>\$ 8,981,032</b>	<b>\$ 8,200,570</b>	<b>\$ 9,011,154</b>	<b>\$ 7,203,615</b>	<b>\$ 9,028,420</b>

# COMMUNITY DEVELOPMENT Department Summary

## Total Budget Expenditures by Type



## 3 Year Trend - Total Budget Expenditures



# COMMUNITY DEVELOPMENT

## Division Summary

	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
<b>Administration</b>					
Personnel Services	\$578,482	\$578,728	\$595,322	\$562,440	\$617,144
Operations, Materials & Supplies	\$2,407,258	\$2,451,816	\$1,075,126	\$376,784	\$2,037,741
Indirect Costs	\$0	\$0	\$6,769	\$6,769	\$6,581
Contract Services	\$485,676	\$229,481	\$338,265	\$176,006	\$333,965
<b>Administration Total</b>	<b>\$3,471,416</b>	<b>\$3,260,024</b>	<b>\$2,015,482</b>	<b>\$1,121,999</b>	<b>\$2,995,431</b>
<b>Building &amp; Safety</b>					
Personnel Services	\$310,426	\$340,822	\$521,978	\$436,433	\$563,424
Operations, Materials & Supplies	\$502,165	\$513,515	\$414,033	\$286,017	\$522,750
Indirect Costs	\$60,987	\$65,753	\$64,666	\$65,292	\$94,512
Contract Services	\$405,683	\$421,364	\$433,300	\$366,599	\$334,050
Capital Outlay	\$0	\$0	\$11,458	\$8,718	\$1,000
<b>Building &amp; Safety Total</b>	<b>\$1,279,261</b>	<b>\$1,341,455</b>	<b>\$1,445,434</b>	<b>\$1,163,059</b>	<b>\$1,515,736</b>
<b>Code Enforcement</b>					
Personnel Services	\$343,749	\$372,546	\$490,406	\$369,443	\$509,322
Operations, Materials & Supplies	\$206,552	\$247,399	\$71,400	\$57,537	\$72,900
Indirect Costs	\$2,995	\$2,943	\$11,069	\$12,153	\$10,762
Contract Services	\$448,309	\$454,624	\$379,122	\$551,403	\$379,122
<b>Code Enforcement Total</b>	<b>\$1,001,605</b>	<b>\$1,077,512</b>	<b>\$951,997</b>	<b>\$990,536</b>	<b>\$972,106</b>
<b>Economic Development/ Housing</b>					
Personnel Services	\$439,585	\$499,570	\$399,882	\$464,239	\$443,611
Operations, Materials & Supplies	\$1,570,039	\$525,924	\$1,918,010	\$1,026,626	\$1,144,203
Contract Services	\$29,226	\$214,083	\$368,666	\$1,185,598	\$371,666
<b>Economic Development/ Housing Total</b>	<b>\$2,038,850</b>	<b>\$1,239,576</b>	<b>\$2,686,558</b>	<b>\$2,676,463</b>	<b>\$1,959,480</b>
<b>Planning</b>					
Personnel Services	\$756,312	\$833,276	\$843,724	\$681,634	\$831,476
Operations, Materials & Supplies	\$219,268	\$195,859	\$604,800	\$91,468	\$101,500
Indirect Costs	\$50,163	\$58,924	\$58,924	\$58,924	\$64,378
Contract Services	\$164,156	\$180,448	\$395,835	\$318,808	\$223,000
Capital Outlay	\$0	\$13,495	\$8,400	\$4,276	\$9,300
Capital Improvement	\$0	\$0	\$0	\$96,448	\$356,013
<b>Planning Total</b>	<b>\$1,189,900</b>	<b>\$1,282,004</b>	<b>\$1,911,683</b>	<b>\$1,251,557</b>	<b>\$1,585,667</b>
<b>Grand Total</b>	<b>\$8,981,032</b>	<b>\$8,200,570</b>	<b>\$9,011,154</b>	<b>\$7,203,615</b>	<b>\$9,028,420</b>

# COMMUNITY DEVELOPMENT Administration

## Organizational Chart



## Division Summary of Full Time Positions

Positions	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adopted FY 2018-19
Director of Community Development	1	1	1	1
Executive Secretary	1	1	1	1
Economic Development Manager*	1	0	0	0
<b>Total Full Time Positions</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>

\*Economic Development Manager budgeted in Economic Development & Housing Division beginning FY 2016-17 to accurately reflect the manager of that separate division.

# COMMUNITY DEVELOPMENT

## Administration

### Division Description

The Administration Division coordinates and manages the Community Development Department's five divisions: Administration, Building & Safety, Code Enforcement, Economic Development & Housing, and Planning. The Division's responsibilities include providing direction and leadership to the Department; setting standards and accountability for timely permit, inspection, entitlement, and code enforcement processes; coordination of departmental human resources-related issues; budget preparation and fiscal tracking; coordinating inter-departmental collaborative objectives; and providing clerical, administrative, and office management services for all divisions within the Department.

### Division Performance Measures

City Council Priority		Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Efficiency & Adaptability	Customer Service Satisfaction Survey Responses	1,572	1,166	427*	1,055
	Customer Service Survey Results - Overall Quality of Service Scored Very Good and Above	84%	90%	76%*	83%

\*City-wide survey system was implemented in FY 2017-18; may have skewed CD Dept.'s numbers due to change in the survey process.

# COMMUNITY DEVELOPMENT

## Administration

### Budget Narrative

The Administration Division includes funds for the attraction, promotion and retention of businesses; design, development and entitlement consulting services for real property throughout the city; and necessary administrative and legal services. An economic development initiative continues to address the Council's Economic Vibrancy priorities. As a result, this year's budget reflects costs to enable development negotiations for the City's remaining 21 acres located at the Promenade shopping center, Rancho South Campus, prospective developments of auto dealerships, larger city parcels, and downtown businesses. In addition, the budget reflects a 4% increase in contractual services to promote the growth and development of the downtown by allowing the performance of an annual downtown parking analysis, and completing a Property Based Improvement District (PBID) study.

### Division Budget Summary

Administration	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$578,482	\$578,728	\$595,322	\$562,440	\$617,144
Operations, Materials & Supplies	2,407,258	2,451,816	1,075,126	376,784	2,037,741
Indirect Costs	0	0	6,769	6,769	6,581
Contract Services	485,676	229,481	338,265	176,006	333,965
<b>Administration Total</b>	<b>\$3,471,416</b>	<b>\$3,260,024</b>	<b>\$2,015,482</b>	<b>\$1,121,999</b>	<b>\$2,995,431</b>

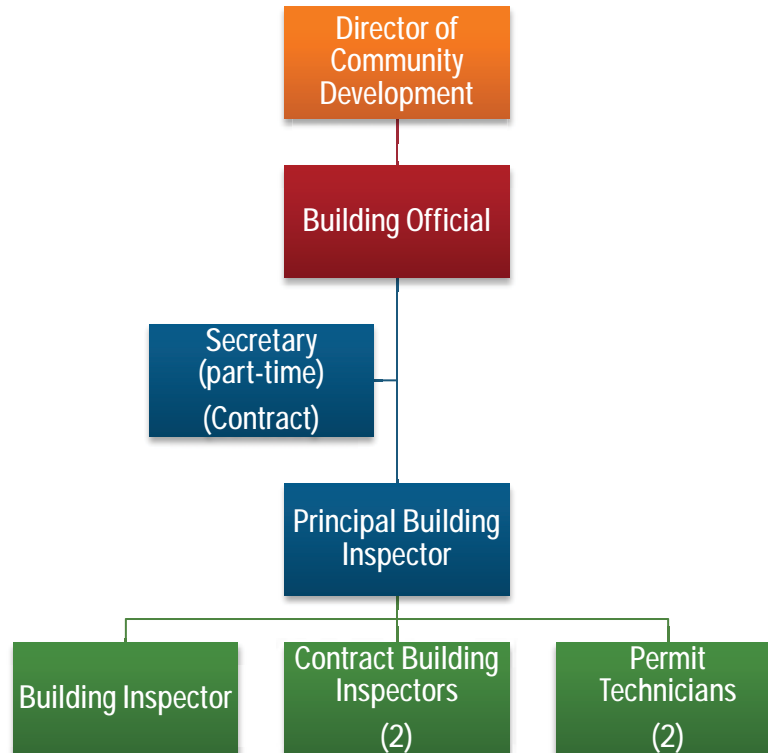
### Contractual & Professional Detail

Account			Description	Amount
10	5910	0700	Business attraction and retention	50,000
10	5910	0700	Design, engineering and environmental consulting	40,000
10	5910	0700	Sales tax auditing and information services	69,800
10	5910	0700	Chamber of Commerce	33,000
10	5910	0700	Economic development studies	100,000
10	5910	0700	Other professional and technical services/fees	40,165
84	6855	0700	Successor Agency - Housing	1,000
<b>Total Detail</b>				<b>333,965</b>

# COMMUNITY DEVELOPMENT

## Building & Safety

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adopted FY 2018-19
Building Official *	0	1	1	1
Building Inspector	1	1	1	1
Building Permit Technician	2	2	2	2
Principal Building Inspector	1	1	1	1
<b>Total Full Time Positions</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>

\*Per City Council action on 11/24/2015, contracted Building Official position became a full-time City position.



# COMMUNITY DEVELOPMENT

## Building & Safety

### Division Description

The Building and Safety Division of the Community Development Department is responsible for reviewing commercial and residential construction plans, inspecting city-wide building projects, serving the public at the public counter, and maintaining and retrieving building records in an orderly and precise manner. The Division monitors the City of Downey’s Municipal Code as it relates to local and state building code standards enforced for the health, safety, and welfare of the citizens of Downey.

### Division Performance Measures

City Council Priority		Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Economic Vibrancy	Number of Permits Issued	2,599	2,365	2,482	2,490
Efficiency & Adaptability	Number of Counter Visits	12,599	11,689	12,144	12,150
	Number of Inspections	13,378	12,454	12,916	12,920
	California Building Officials (CALBO) and International Code Council (ICC) Staff Development and Training	50%	100%	100%	100%
	International Code Council (ICC) Staff Certification	25%	40%	40%	35%

# COMMUNITY DEVELOPMENT

## Building & Safety

### Budget Narrative

This year's Building and Safety Division budget remains consistent with the previous budget year. Funding the division as such, allows for staff to continue to effectively and expeditiously issue permits and complete field inspections; ensures hardcopy and microfilm building records are scanned and Laserfished to allow for more efficient and faster access to historical documents; the continued expansion of the ACCELA permit tracking system by implementing two additional division modules, providing mobile access to field staff, and allowing for a citizen access component; and completing vertical construction of various projects, including the final phase of the Promenade, various residential and commercial projects, and the construction of a new hotel.

### Division Budget Summary

Building & Safety	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$310,426	\$340,822	\$521,978	\$436,433	\$563,424
Operations, Materials & Supplies	\$502,165	\$513,515	\$414,033	\$286,017	\$522,750
Indirect Costs	\$60,987	\$65,753	\$64,666	\$65,292	\$94,512
Contract Services	\$405,683	\$421,364	\$433,300	\$366,599	\$334,050
Capital Outlay	\$0	\$0	\$11,458	\$8,718	\$1,000
<b>Building &amp; Safety Total</b>	<b>\$1,279,261</b>	<b>\$1,341,455</b>	<b>\$1,445,434</b>	<b>\$1,163,059</b>	<b>\$1,515,736</b>

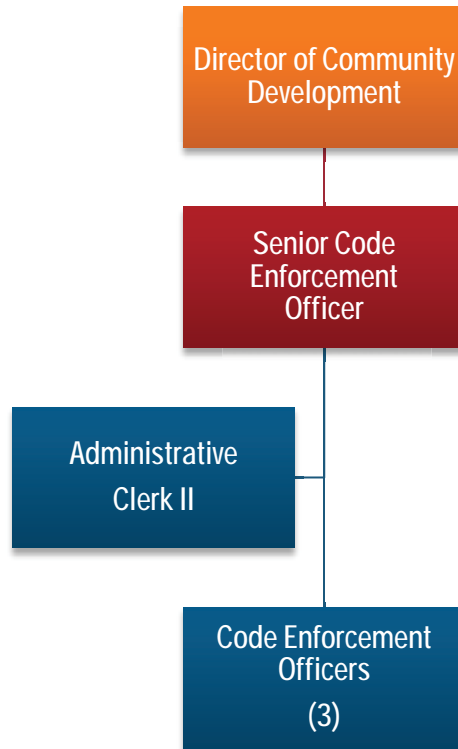
### Contractual & Professional Detail

Account	Vendor	Amount
10 5210 0670	ICBO & IAPMO dues	1,750
10 5210 0700	Building inspection professional and technical services	332,300
<b>Total Detail</b>		<b>\$334,050</b>

# COMMUNITY DEVELOPMENT

## Code Enforcement

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adopted FY 2018-19
Administrative Clerk II	1	1	1	1
Code Enforcement Officer	3	3	3	3
Senior Code Enforcement Officer	1	1	1	1
<b>Total Full Time Positions</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

# COMMUNITY DEVELOPMENT

## Code Enforcement

### Division Description

The Code Enforcement Division practices proactive enforcement of health and safety, nuisance, blight, commercial, and MS4 (storm water system) violations. The Division is committed to maintaining the high standards established for integrity, professionalism and dedicated service, while improving the quality of life for those who live, work, and own property and businesses within the city. The Division is responsible for the care, quality, and maintenance of neighborhoods and the built community, after construction is completed. These efforts are carried out through the enforcement of city codes, the education and involvement of residents, maintenance of the right-of-ways and the monitoring of permits and licenses.

### Division Performance Measures

City Council Priority		Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Efficiency & Adaptability	Number of New Code Enforcement Cases	2,820	2,417	2,619	2,620
	Number Yard Sales Inspections	4,480	3,797	4,139	4,140
	Number of Parking Citations	134	25*	30	28
	Number of Administrative Citations	216	228	222	230
	California Association of Code Enforcement Officers (CACEO) Staff Certification and Training	100%	100%	100%	100%
	Joint Regional Task Force Training	75%	75%	75%	75%
	Hazardous Material Training	100%	0**	0	0
	International Code Council (ICC) Training and Certification	100%	100%	100%	100%

\*Reported Parking Citations in 2016-17 are for private property violations only

\*\*No longer required training

# COMMUNITY DEVELOPMENT

## Code Enforcement

### Budget Narrative

Code Enforcement operations help to advance the City Council’s Quality of Life goal. This year’s budget request proposes to continue to fund the Code Enforcement Division at the same level of funding as previous years. On an annual basis, code enforcement officers take part in certification and training as well as participate in Joint Regional Task Force initiatives. Code Enforcement has also participated in the on-the-ground implementation of the Gateway Cities Council of Governments Homelessness Initiative by coordinating with case workers and 24-hour response counselors to ensure respectful, empathetic interventions between homeless individuals and Code Enforcement and/or Police Officers. Projects for the year include pro-actively enforcing the Public Nuisance codes to gain compliance at blighted properties; to provide a high-level of customer service by responding to community code concerns within 48 hours of the initial complaint; and becoming well-versed in the use of the ACCELA permit tracking system code enforcement module.

### Division Budget Summary

Code Enforcement	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$343,749	\$372,546	\$490,406	\$369,443	\$509,322
Operations, Materials & Supplies	\$206,552	\$247,399	\$71,400	\$57,537	\$72,900
Indirect Costs	\$2,995	\$2,943	\$11,069	\$12,153	\$10,762
Contract Services	\$448,309	\$454,624	\$379,122	\$551,403	\$379,122
<b>Code Enforcement Total</b>	<b>\$1,001,605</b>	<b>\$1,077,512</b>	<b>\$951,997</b>	<b>\$990,536</b>	<b>\$972,106</b>

### Contractual & Professional Detail

Account			Description	Amount
10	5215	0700	Other professional and technical services/fees	8,622
10	5215	0700	LA County database and CoreLogic Solutions fees	10,500
10	1250	0700	SEAACA (Animal Control Services)	360,000
<b>Total Detail</b>				<b>\$379,122</b>

# COMMUNITY DEVELOPMENT

## Economic Development & Housing

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adopted FY 2018-19
Administrative Aide	1	0	0	
Economic Development & Housing Manager*	0	1	1	1
Management Analyst	0	1	1	1
<b>Total Full Time Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

\*Staffing changes reflect the hiring of a new full time Economic Development & Housing Manager.

# COMMUNITY DEVELOPMENT

## Economic Development & Housing

### Division Description

The Economic Development and Housing Division of the Community Development Department oversees all Economic Development activity within the city, including strategies and services that create an environment in which businesses can develop and prosper, while effectively retaining and expanding businesses in the community. Additionally, the Division is responsible for the administration of federally-funded housing projects, rehabilitation projects, and neighborhood and senior center programs. It is responsible for developing and preserving affordable housing opportunities for people of low- and moderate-income. The Division administers three (3) sources of funds, including the Community Development Block Grant (CDBG), the HOME Investment Partnership (HOME) funds, and housing successor agency funds for low- and moderate-income housing activities. Finally, the Division provides support to the Downey Successor Agency and Oversight Board, which are responsible for winding down the affairs of the former Redevelopment Agency.

### Division Performance Measures

City Council Priority		Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Fiscal Responsibility	Rehabilitation Grant Program	19	19	25	21
Efficiency & Adaptability	Community Development Block Grant (CDBG) and Integrated Disbursement Information System (IDIS) Staff Training	95%	100%	100%	100%

# COMMUNITY DEVELOPMENT

## Economic Development & Housing

### Budget Narrative

The Economic Development & Housing Division is partially funded through the federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME). For Fiscal Year 2018-19, the CDBG program is anticipated to receive an eight percent increase while HOME programs are projected to increase nearly 38% from last year's Federal Government entitlement allocation. This Division addresses the Council's Quality of Life and Economic Vibrancy Priorities, and this year is continuing the implementation of the rehabilitation grant program for qualified projects that help low- to moderate-income homeowners achieve code compliance and access for persons with disabilities. The division's budget reflects these anticipated increases with corresponding, proportional increases to that program's subrecipient services budget. The details of the HOME and CDBG expenditures were approved at the City Council's public hearing on May 22, 2018. Finally, the Division's budget also provides for debt service on various qualified CDBG projects such as Champion Dodge, and Downey Nissan; it also administers various economic development activities and projects throughout the community.

### Division Budget Summary

Economic Development/ Housing	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$439,585	\$499,570	\$399,882	\$464,239	\$443,611
Operations, Materials & Supplies	1,570,039	525,924	1,918,010	1,026,626	1,144,203
Contract Services	29,226	214,083	368,666	1,185,598	371,666
<b>Economic Development/ Housing Total</b>	<b>\$2,038,850</b>	<b>\$1,239,576</b>	<b>\$2,686,558</b>	<b>\$2,676,463</b>	<b>\$1,959,480</b>

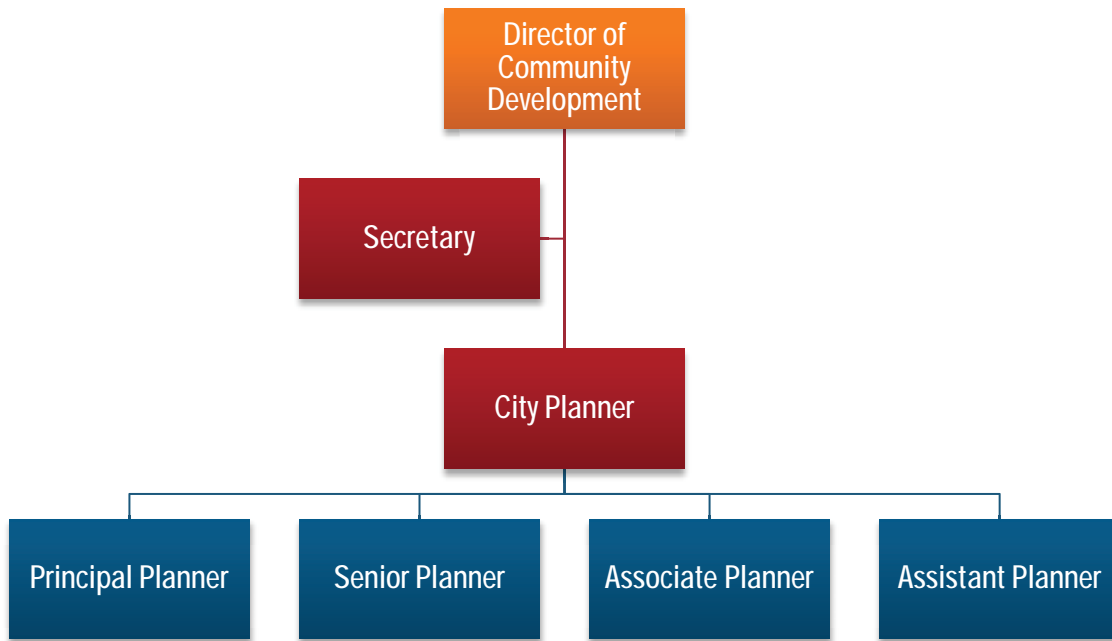
### Contractual & Professional Detail

Account			Description	Amount
28	6851	0700	Professional consulting services	20,000
28	6852	0700	CDBG auditing consultant	5,000
29	6856	0700	HOME auditing consultant	5,000
29	6856	0700	Grant Writing	10,000
29	6859	0700	Consultant services to support HOME and CDBG rehabilitation projects	15,000
28	5912	0700	Economic Development activities	316,666
<b>Total Detail</b>				<b>\$371,666</b>



# COMMUNITY DEVELOPMENT Planning

## Organizational Chart



## Division Summary of Full Time Positions

Positions	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adopted FY 2018-19
Assistant Planner	1	1	1	1
Associate Planner	1	1	1	1
City Planner	1	1	1	1
Principal Planner	1	1	1	1
Secretary	1	1	1	1
Senior Planner	1	1	1	1
<b>Total Full Time Positions</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

# COMMUNITY DEVELOPMENT

## Planning

### Division Description

The Planning Division of the Community Development Department is responsible for the physical development of the City of Downey. Its work program is sensitive to the community, avoids unnecessary impacts to the environment, meets the needs of the public, and improves the built environment by promoting high quality architecture, urban design and well-designed public environments that reflect community values, heritage and progressive design practices. Responsibilities include preparing and updating the General and Specific Plans, updating and receiving the Zoning Code, and processing development applications (variances, conditional use permits, subdivisions, etc.). In addition, the Division provides support for the Planning Commission.

### Division Performance Measures

City Council Priority		Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Efficiency & Adaptability	Number of Counter Visits	7,195	6,658	6,927	6,930
	Land Use, Planning Law and Environmental Review Staff Training	100%	100%	100%	100%
Economic Vibrancy	Number of Planning Applications/Entitlements	176	255	216	220

### Budget Narrative

This year's budget increased due to an increase in ACCELA reporting costs, and a request for funding to update the City's general and specific plans. The division will be placing special focus on efficiency and responsiveness to address the Council's priorities. Projects for the year include the continued, expedited processing of planning applications and entitlements; managing and completing the grant-related Rancho Los Amigos South Campus/EcoRapid Transit Line Specific Plan; the continued expansion of the ACCELA permit tracking system by implementing two additional division modules, providing mobile access to field staff, and allowing for a citizen access component; and the completion of the 2017 General Plan Annual Report. In May 2018, the City Council also authorized a mansionization study, the funds for which will be carried forward into the FY 2018-19 year in order to complete the seven-month project.

### Division Budget Summary

Planning	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$756,312	\$833,276	\$843,724	\$681,634	\$831,476
Operations, Materials & Supplies	219,268	195,859	604,800	91,468	101,500
Indirect Costs	50,163	58,924	58,924	58,924	64,378
Contract Services	164,156	180,448	395,835	318,808	223,000
Capital Outlay	0	13,495	8,400	4,276	9,300
Capital Improvement	0	0	0	96,448	356,013
<b>Planning Total</b>	<b>\$1,189,900</b>	<b>\$1,282,004</b>	<b>\$1,911,683</b>	<b>\$1,251,557</b>	<b>\$1,585,667</b>

### Contractual & Professional Detail

Account			Description	Amount
10	5110	0670	Southern California Association of Governments (SCAG)	\$10,000
10	5110	0670	Local Agency Formation Commission (LAFCO)	3,000
10	5110	0670	Other professional associations	1,000
10	5110	0700	Architectural, design and landscape consultants	20,000
10	5110	0700	ACCELA & GIS upgrade, maintenance and reporting services	160,000
10	5110	0700	Other professional and technical service fees and consultants	29,000
<b>Total Detail</b>				<b>\$223,000</b>



**City of Downey**  
California



Administration  
General Accounting  
Information Technology  
Non-Departmental  
Revenue

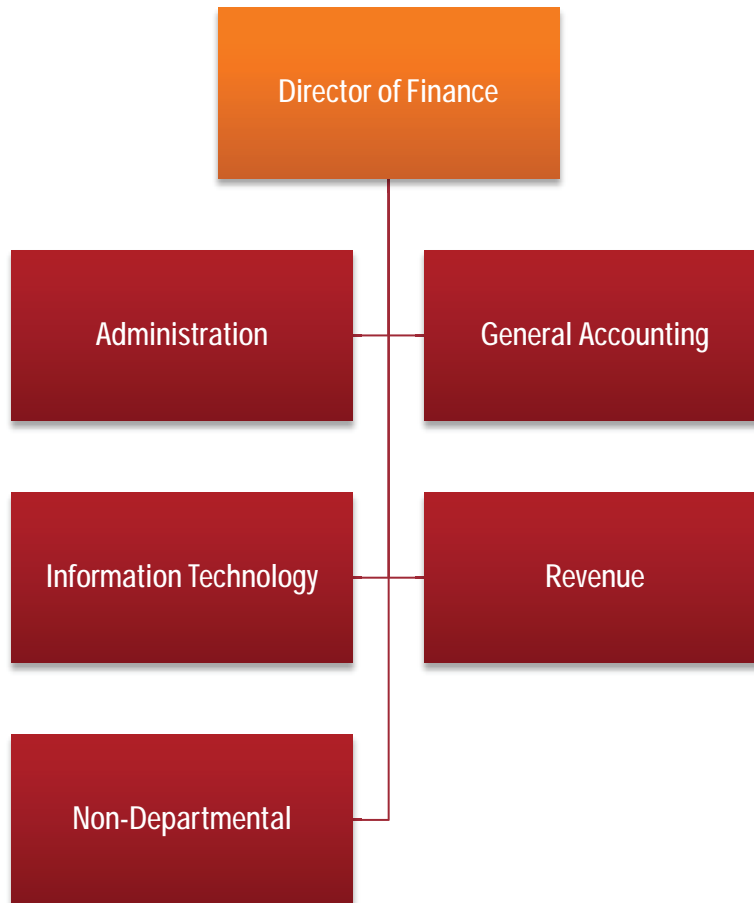


**FINANCE**



Department Overview

Organizational Chart



Department Description

The Finance Department effectively and efficiently manages the fiscal affairs of the City, Successor to the former Community Development Commission, Southeast Area Animal Control Authority (SEAACA) and the Downey Cemetery District. The department serves the financial needs of the Downey’s citizens, management and employees through centralized accounting, auditing, treasury, business registration, animal licenses, water customer service, permit payments, purchasing, information technology, city operated ambulance collections, fixed asset management, and the filing of required regulatory periodic reports. In coordination with the City Manager’s office, the Finance Department prepares and review the City’s Annual Budget and Capital Improvement Program.

The Finance Department annually receives awards for audits and budgeting. The recently-received favorable ratings from Moody’s and Standard & Poor underscore the City’s sound financial practices.

**Department Summary of Full Time Positions**

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>Administration</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>15</b>
Accountant	3	3	3	1
Accounting Coordinator	1	1	1	1
Administrative Assistant	1	1	1	1
Administrative Clerk II (GA)	1	1	0	0
Administrative Clerk II (Rev)	3	3	3	4
Assistant Finance Director	1	1	1	1
Finance Director/Risk Manager	1	1	1	1
Junior Accountant	1	1	2	2
Management Analyst (Payroll)	0	0	1	1
Principal Accountant	1	1	1	1
Senior Account Clerk	1	1	1	1
Senior Accountant	0	0	0	1
<b>Information Technology</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Information Technology & Systems Manager	1	1	1	1
<b>Finance</b>	<b>15</b>	<b>15</b>	<b>16</b>	<b>16</b>

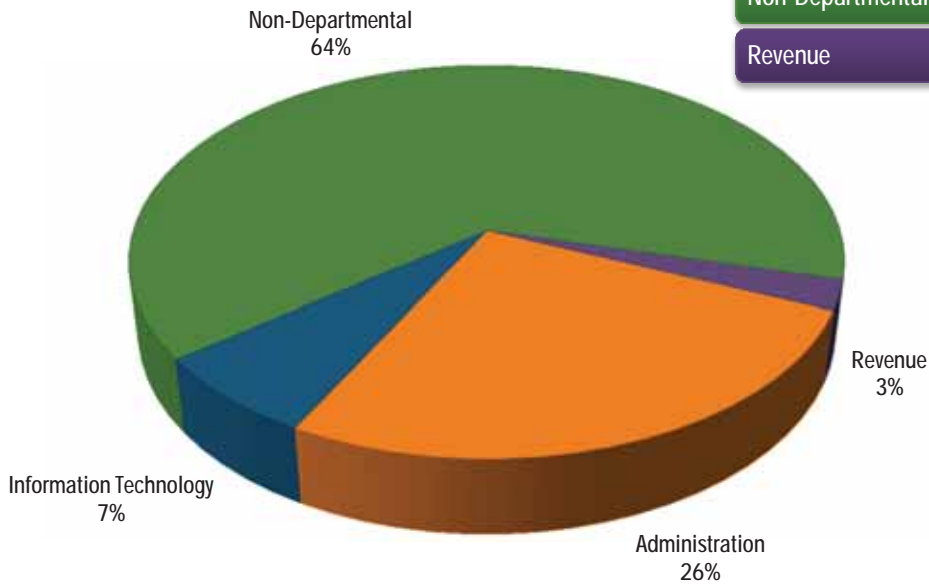




# FINANCE Department Summary

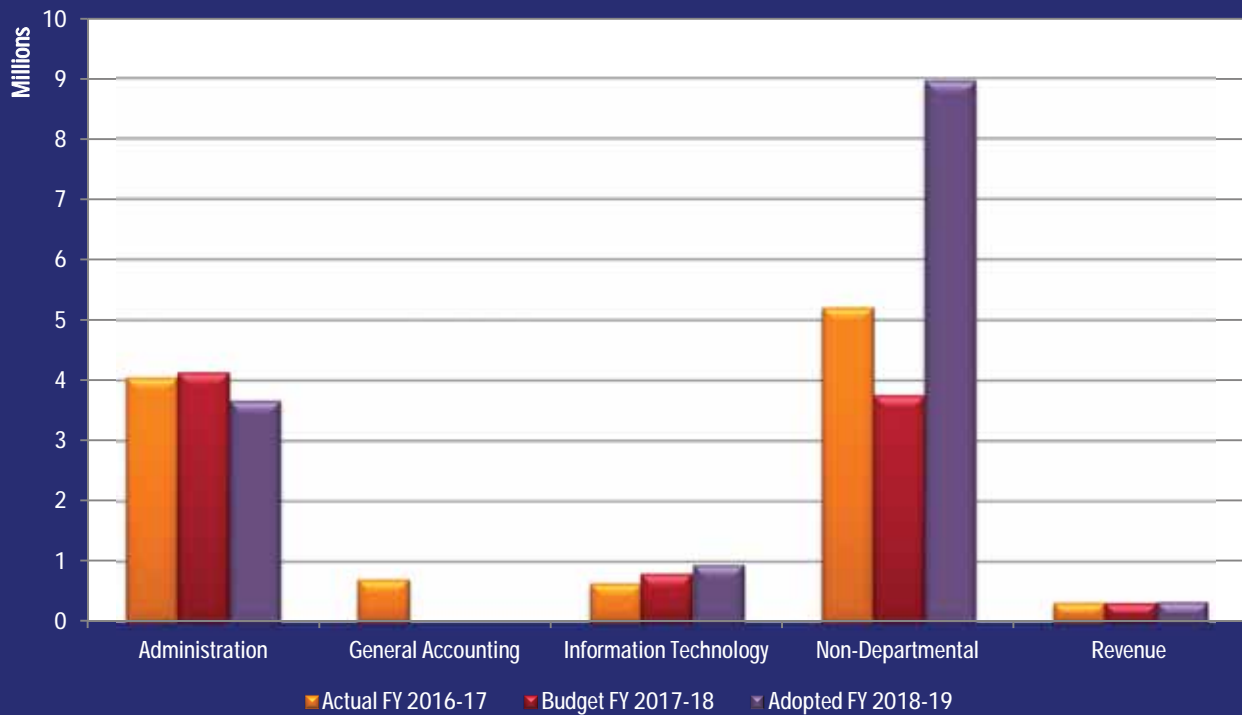
## Total Budget Expenditures by Division

Administration	\$3.6 M
Information Technology	\$1.0 M
Non-Departmental	\$9.0 M
Revenue	\$0.3 M



**\$13.9  
Million**

## 3 Year Trend - Total Budget Expenditures



**Fiscal Year 2016-2017  
Recent Accomplishments & Performance Indicators**

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Balanced Budget	X	X			
Received Government Finance Officers Association (GFOA) Budget Award and State of California (CSMFO) Budget Award for FY 2015-16 Budget Document	X	X			
Provided frequent financial updates to Budget Subcommittee	X	X			
Cash Flow and long range financial forecast model	X	X			
Automated water billing – Phase I Completed	X	X	X		
Overhaul outdated city communications systems	X	X			
Aid in the development of a five-year CIP plan with Public Works	X	X			
Reorganize Finance Dept. for efficiency and professionalism	X	X			
Upgraded Finance Manager position to Assistant Finance Director	X	X			

**Fiscal Year 2017-2018  
Goals & Objectives**

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Conduct citywide fee study and review City cost allocation plan	X	X	X		
Review and update City Financial Policies	X		X		
Institute a pilot program to deliver city employee check stub via email	X	X			
Automate Purchase Order approval process in EDEN system	X	X			
Implement an accelerated month-end and year-end close process which improve the timeliness and accuracy of Management financial information and facilitate the external audit process.	X	X			
Utility Billing increase online customer account registration	X	X			
Long-range financial planning & cash flow projection	X	X			
Implement optical imaging document management system	X	X			
Implement online time, attendance and scheduling software citywide	X	X			
Complete citywide fixed-asset inventory	X	X			



# FINANCE

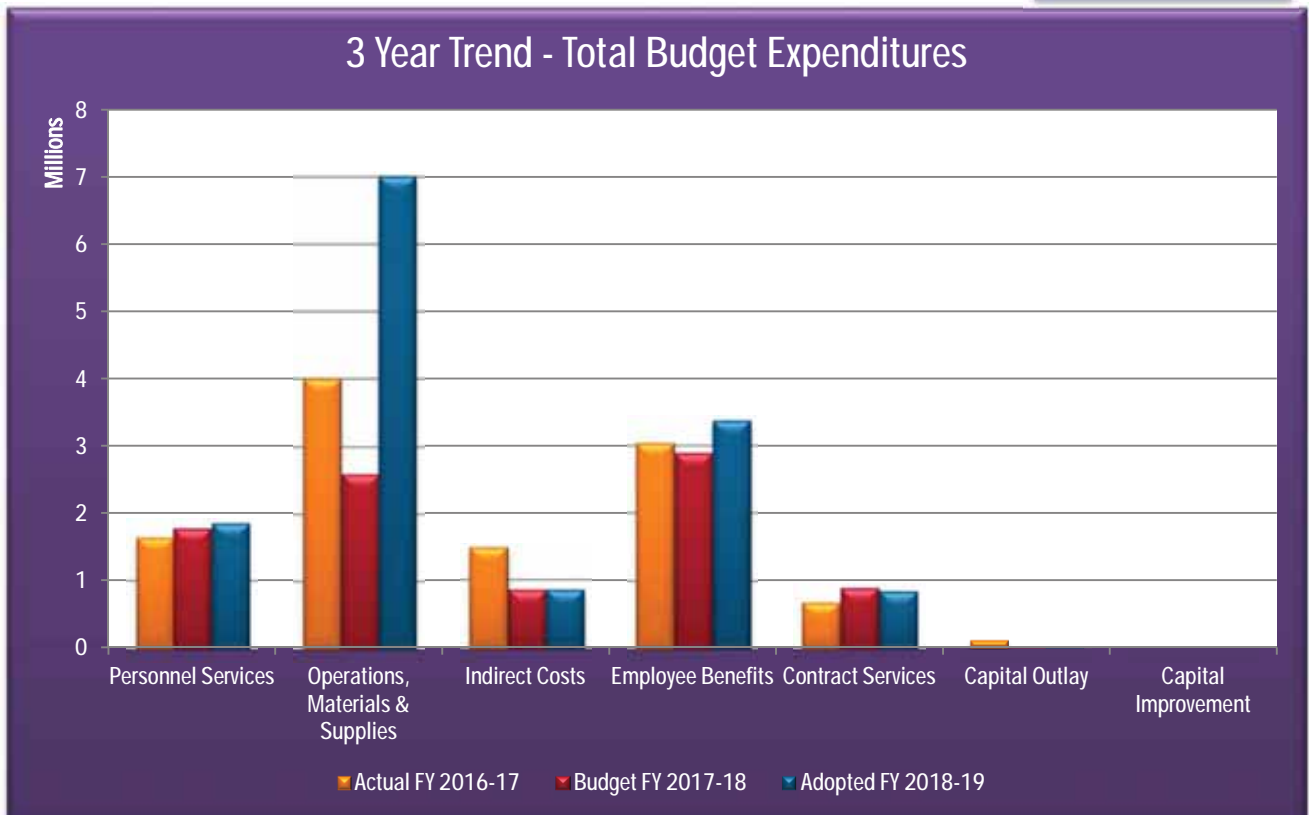
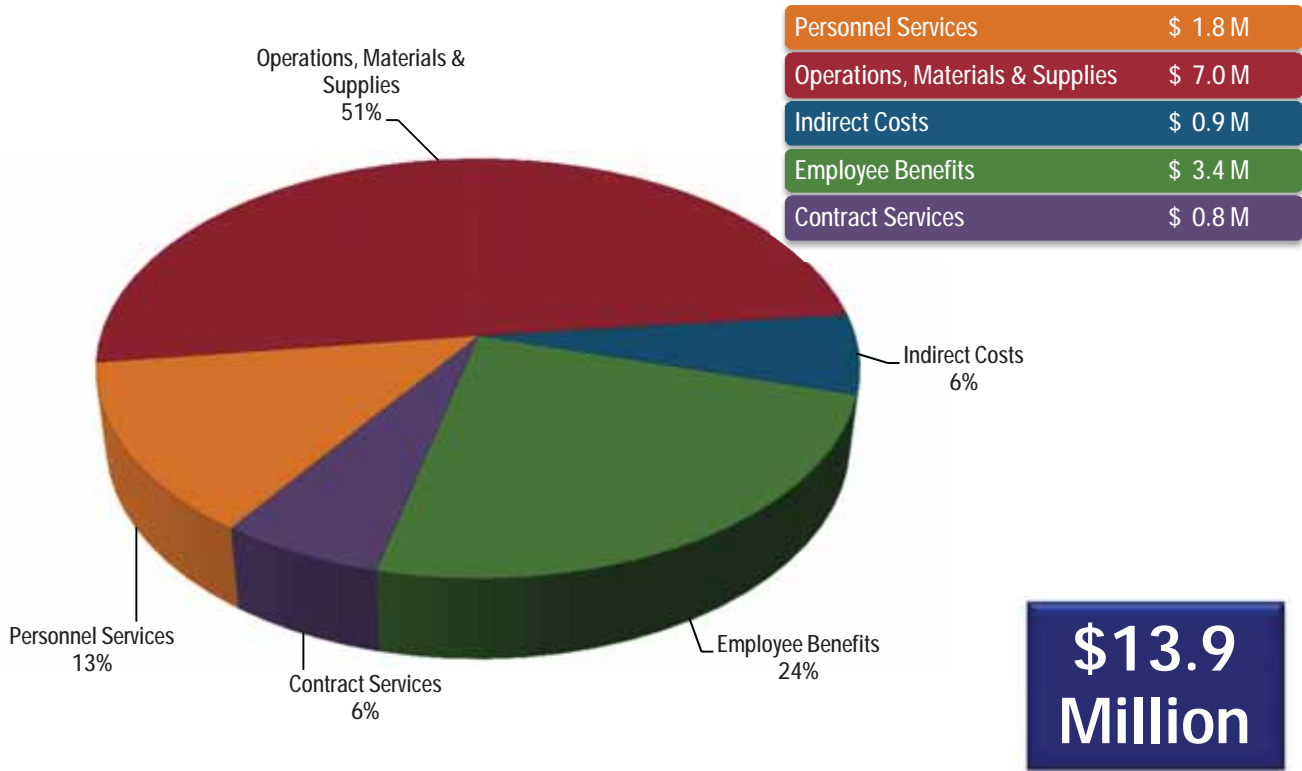
## Department Summary

By Type	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	1,462,775	1,637,672	1,771,660	1,758,256	1,844,181
Operations, Materials & Supplies	3,079,020	4,003,992	2,598,126	4,019,139	7,014,772
Indirect Costs	669,438	1,482,582	857,215	1,308,124	855,966
Employee Benefits	3,056,419	3,039,274	2,893,790	1,511,347	3,374,950
Contract Services	572,968	662,421	876,530	759,494	825,585
Capital Outlay	(0)	104,524	10,000	4,331	14,000
Capital Improvement	5	-	-	-	-
<b>Grand Total</b>	<b>\$ 8,840,625</b>	<b>\$ 10,930,464</b>	<b>\$ 9,007,321</b>	<b>\$ 9,360,690</b>	<b>\$ 13,929,454</b>

By Division	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Administration	2,898,891	4,050,673	4,135,463	4,002,936	3,672,564
General Accounting	668,070	704,814	-	-	-
Information Technology	519,632	643,093	798,705	457,900	955,853
Non-Departmental	4,420,390	5,207,569	3,758,153	4,638,348	8,961,037
Revenue	333,641	324,315	315,000	261,507	340,000
<b>Grand Total</b>	<b>\$ 8,840,625</b>	<b>\$ 10,930,464</b>	<b>\$ 9,007,321</b>	<b>\$ 9,360,690</b>	<b>\$ 13,929,454</b>

By Fund	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
10 - General Fund	6,119,460	6,280,314	6,042,769	3,824,421	6,318,411
33 - Measure S - 2017 LRB	-	-	497,075	497,075	-
35 - Measure S Sales Tax	-	-	864,363	864,363	3,581,087
40 - Capital Project	5	-	-	-	-
54 - Transit (Prop C)	65,418	54,915	53,000	48,205	13,560
61 - Employee Benefits	1,583,622	2,427,930	-	2,641,545	2,384,600
62 - Equipment	12,248	120,224	117,263	27,506	194,755
76 - Liability Insurance	1,059,872	2,047,082	1,432,851	1,457,576	1,437,041
<b>Grand Total</b>	<b>\$ 8,840,625</b>	<b>\$ 10,930,464</b>	<b>\$ 9,007,321</b>	<b>\$ 9,360,690</b>	<b>\$ 13,929,454</b>

### Total Budget Expenditures by Type

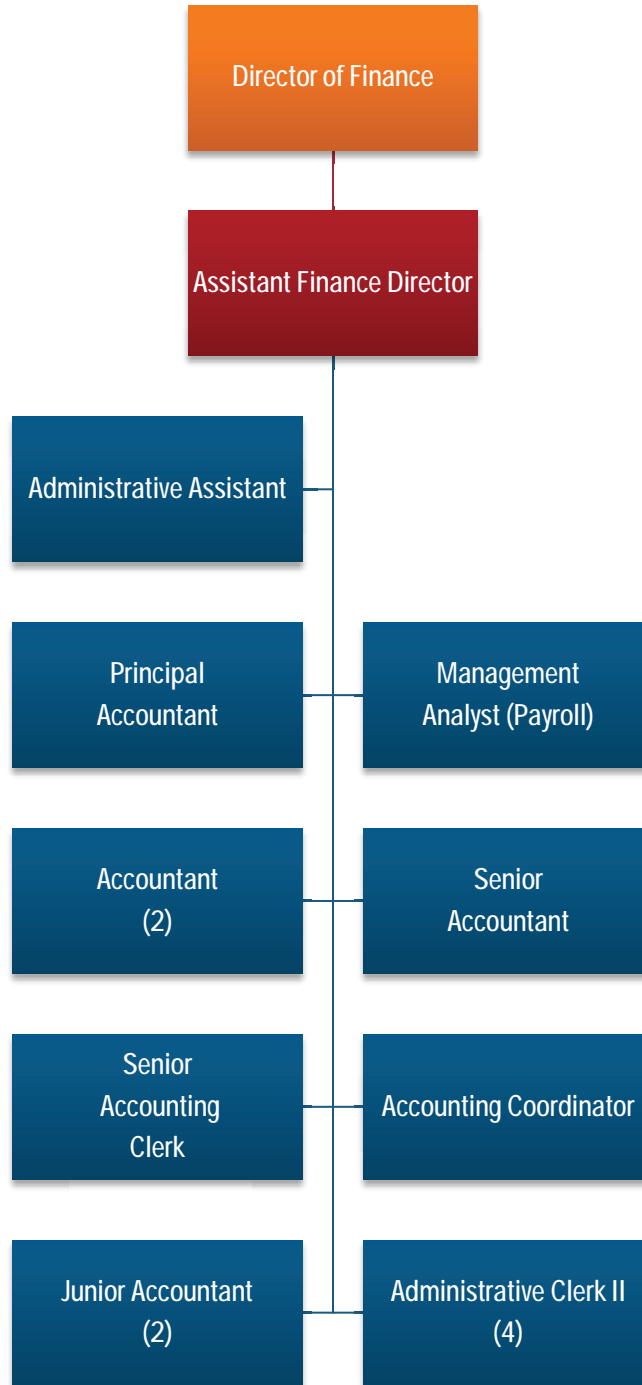


# FINANCE

## Division Summary

	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
<b>Administration</b>					
Personnel Services	\$1,286,363	\$1,447,710	\$1,575,798	\$1,527,345	\$1,642,771
Operations, Materials & Supplies	\$875,049	\$973,993	\$1,361,300	\$821,630	\$1,059,230
Indirect Costs	\$642,048	\$1,450,461	\$806,290	\$1,257,199	\$805,563
Contract Services	\$95,431	\$178,509	\$392,075	\$396,762	\$165,000
<b>Administration Total</b>	<b>\$2,898,891</b>	<b>\$4,050,673</b>	<b>\$4,135,463</b>	<b>\$4,002,936</b>	<b>\$3,672,564</b>
<b>General Accounting</b>					
Operations, Materials & Supplies	\$668,070	\$704,814	\$0	\$0	\$0
<b>General Accounting Total</b>	<b>\$668,070</b>	<b>\$704,814</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Information Technology</b>					
Personnel Services	\$176,412	\$189,962	\$195,862	\$181,005	\$201,410
Operations, Materials & Supplies	\$32,236	\$26,228	\$147,463	\$41,396	\$224,455
Indirect Costs	\$27,390	\$32,120	\$50,925	\$50,925	\$50,403
Contract Services	\$283,589	\$290,258	\$394,455	\$180,242	\$465,585
Capital Outlay	\$0	\$104,524	\$10,000	\$4,331	\$14,000
Capital Improvement	\$5	\$0	\$0	\$0	\$0
<b>Information Technology Total</b>	<b>\$519,632</b>	<b>\$643,093</b>	<b>\$798,705</b>	<b>\$457,900</b>	<b>\$955,853</b>
<b>Non-Departmental</b>					
Personnel Services	\$0	\$0	\$0	\$49,906	\$0
Operations, Materials & Supplies	\$1,258,647	\$2,059,815	\$864,363	\$2,965,363	\$5,481,087
Employee Benefits	\$3,056,419	\$3,039,274	\$2,893,790	\$1,511,347	\$3,374,950
Contract Services	\$105,324	\$108,480	\$0	\$111,732	\$105,000
<b>Non-Departmental Total</b>	<b>\$4,420,390</b>	<b>\$5,207,569</b>	<b>\$3,758,153</b>	<b>\$4,638,348</b>	<b>\$8,961,037</b>
<b>Revenue</b>					
Operations, Materials & Supplies	\$245,017	\$239,142	\$225,000	\$190,749	\$250,000
Contract Services	\$88,624	\$85,174	\$90,000	\$70,758	\$90,000
<b>Revenue Total</b>	<b>\$333,641</b>	<b>\$324,315</b>	<b>\$315,000</b>	<b>\$261,507</b>	<b>\$340,000</b>
<b>Grand Total</b>	<b>\$8,840,625</b>	<b>\$10,930,464</b>	<b>\$9,007,321</b>	<b>\$9,360,690</b>	<b>\$13,929,454</b>

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18	Adopted FY 2018-19
Accountant	3	3	3	1
Accounting Coordinator	1	1	1	1
Administrative Assistant	1	1	1	1
Administrative Clerk II (GA)	1	1	0	0
Administrative Clerk II (Rev)	3	3	3	4
Assistant Finance Director	1	1	1	1
Finance Director/Risk Manager	1	1	1	1
Junior Accountant	1	1	2	2
Management Analyst (Payroll)	0	0	1	1
Principal Accountant	1	1	1	1
Senior Account Clerk	1	1	1	1
Senior Accountant	0	0	0	1
<b>Total Full Time Positions</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>15</b>



### Division Description

The Finance Administration division provides management of the City's financial operations in accordance with established fiscal policies. The staff manages fiscal and financial duties ranging from pay checks to contract oversight and all of the accounting, budgeting and revenue procedures in between to support internal City operations. The City's SCAQMD-mandated Ride Share program is administered through the Finance Administration division, which is also responsible for the preparation and verification of employee payroll.

### Division Performance Measures

City Council Priority	Division Goal	Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Fiscal Responsibility	Award received for Comprehensive Annual Financial Report (CAFR)	Received	Received	Anticipate	Anticipate
	Award received for Annual Budget	GFOA & CSMFO Excellence in Operational Budget	GFOA & CSMFO Excellence in Operational Budget	GFOA & CSMFO Excellence in Operational Budget	GFOA & CSMFO Excellence in Operational Budget
	Percent of Monthly Financial Status reports issued within 15 days or less	100%	100%	100%	100%
Efficiency & Adaptability	Pieces of mail processed (in -house)	75,265	57,631	94,000	64,000
	Number of purchase orders issued	1,290	586	600	550
	Dollar amount of purchase orders issued	36.5 Million	25 Million	25 Million	32 Million

### Budget Narrative

This year's budget continues the same level of funding as previous fiscal years, and supports the Council's Fiscal Responsibility and Efficiency priorities. The division will be online timekeeping and payroll management systems as well as monitoring the impacts and results of the City's newly adopted Cost Allocation Plan and resulting update to the Uniform Schedule of Fees. The division will continue to safeguard the public assets entrusted to us and ensure full compliance with the reporting requirements by the Governmental Accounting Standards Board (GASB).

### Division Budget Summary

Administration	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$1,286,363	\$1,447,710	\$1,575,798	\$1,527,345	\$1,642,771
Operations, Materials & Supplies	875,049	973,993	1,361,300	821,630	1,059,230
Indirect Costs	642,048	1,450,461	806,290	1,257,199	805,563
Contract Services	95,431	178,509	392,075	396,762	165,000
<b>Administration Total</b>	<b>\$2,898,891</b>	<b>\$4,050,673</b>	<b>\$4,135,463</b>	<b>\$4,002,936</b>	<b>\$3,672,564</b>

### Contractual & Professional Detail

Account			Vendor/ Description	Amount
10	1350	0700	Annual Software Support - Quadrant	1,300
10	1350	0700	HdL Business License	5,000
10	1350	0700	GFOA CAFR Review	700
10	1350	0700	HdL CAFR Report	750
10	1350	0700	Shredding Service	250
10	1350	0700	Verisign SSL Certificate	500
10	1350	0700	State Street Report Service	2,500
10	1350	0700	CMTA, GFOA, CSMFO Annual Memberships	1,200
10	1350	0700	Tyler Output Processor Consulting and Software	17,800
10	1350	0700	Citywide Fee Study and Cost Allocation Study	50,000
10	1350	0670	Munincast Forecasting Model	5,000
10	1350	0670	Tyler EDEN & Laserfische content management software	10,000
10	1350	0670	Consulting Fee - Internal Control 7 Financial Process	20,000
76	1510	0700	Carl Warren – 3 <sup>rd</sup> Party Administrator – General Liability Insurance	50,000
<b>Total Detail</b>				<b>\$165,000</b>

### Division Description

The general accounting division is responsible for the management, tracking, payment and auditing of the City's financing structure. Included in these responsibilities are the investment of certain funds to ensure an appropriate return on taxpayer dollars; participation in the City's Joint Insurance Powers Authority Risk Pool; and the debt service on the Civic Center and former Redevelopment Agency projects.

### Division Performance Measures

City Council Priority		Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
<b>Fiscal Responsibility</b>	Received unqualified audit opinion letter	Received	Received	Anticipate	Anticipate
	Number of Accounts Payable checks issued	8,783	9,117	8,700	8,700
	Number of Accounts Payable EFT	1,088	482	1,200	1,200
	File Annual State Controller's Report and Single Audit on timely manner	Filed	Filed	Plan to File	Plan to file
<b>Efficiency &amp; Adaptability</b>	Process bi-weekly payrolls with minimum errors	99%	99%	100%	100%
	Number of Accounts Receivable Invoices Processed	1,529	875	1,400	1,400
	% of Accounts Receivable collectible rate	97%	100%	100%	100%
	Number of Business Registration renewals processed	5,250	4,438	4,500	4,500
	Number of Business Registrations renewed on-line	904	927	1,000	1,000
	Number of counter transactions	39,314	41,253	30,000	40,000
	Number of Paramedic Subscription Program enrollments processed	4,983	4,820	5,200	5,000
	Form 1099 issued	310	305	300	300

**Budget Narrative**

There is no budget request for FY 18-19. The divisions historical budget shown below accounted for transactions related to the City's Golf Course bonds paid through an enterprise fund. See the Golf Course Fund section in the Parks and Recreation Department for additional information.

**Division Budget Summary**

General Accounting	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Operations, Materials & Supplies	\$668,070	\$704,814	\$0	\$0	\$0
<b>General Accounting Total</b>	<b>\$668,070</b>	<b>\$704,814</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Contractual & Professional Detail**

None.

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18	Adopted FY 2018-19
Computer System Manager	0	0	0	0
Information Technology & Systems Manager	1	1	1	1
<b>Total Full Time Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Information Technology**

**Division Description**

The Information Technology (IT) division enables the organization to meet its objectives by providing technology and aiding in the use and understanding of technological tools. The division is responsible for maintaining over 50 servers and 500 users workstations and phones and for ensuring the 24-7 operation of municipal e-mail and network services. Most importantly, IT maintains the critical networks and communications systems that are the backbone of the Downey Police Department and Area E Fire Dispatching center.

As technology has evolved, more and more employees are expanding the hours and the ways they work while City Hall is closed. This has required significant support from IT to ensure access to networks, emails and contacts while maintaining the security of the system. The prolific use of personally purchased mobile devices (such as Androids and iPhones) has necessitated significant one-on-one support to ensure connectivity for the employees who seek to enhance the timeliness of service to the public.

In addition, the department continues to expand support for online access to public records and applications across all city functions.

**Division Performance Measures**

City Council Priority		Actual FY 2015-16	Actual FY 2016-17	Planned FY 2017-18	Planned FY 2018-19
Efficiency & Adaptability	Number IT help tickets addressed	2,705	2681	2,800	2600
	Number of telephone questions	510	480	450	500
	Number of smart phone users supported	45	60	60	65
	Number of training hours for IT staff	20	20	20	40
	Number of city staff receiving technology training	200	200	200	300

**Information Technology**
**Budget Narrative**

This year's budget request includes a small capital outlay request for the evaluation and implementation of a facility work order fulfillment tracking system. There is a minor increase in contract services to provide small cost-of-living increases for contract help desk personnel. This fiscal year, the I.T. Department will continue its focus on Cyber security, resiliency and preparedness including the continuing to harden the City's firewall, end user education, and building a redundant Internet connection to address the increase some of the cloud based applications used by the City. Lastly, the I.T. division goal is to upgrade the remaining servers that are running a legacy operating system, and various department applications and databases.

**Division Budget Summary**

<b>Information Technology</b>	<b>Actual FY 2015-16</b>	<b>Actual FY 2016-17</b>	<b>Budget FY 2017-18</b>	<b>YTD Total FY 2017-18</b>	<b>Adopted Budget FY 2018-19</b>
Personnel Services	\$176,412	\$189,962	\$195,862	\$181,005	\$201,410
Operations, Materials & Supplies	32,236	26,228	147,463	41,396	224,455
Indirect Costs	27,390	32,120	50,925	50,925	50,403
Contract Services	283,589	290,258	394,455	180,242	465,585
Capital Outlay	0	104,524	10,000	4,331	14,000
Capital Improvement	5	0	0	0	0
<b>Information Technology Total</b>	<b>\$519,632</b>	<b>\$643,093</b>	<b>\$798,705</b>	<b>\$457,900</b>	<b>\$955,853</b>

**Information Technology**
**Contractual & Professional Detail**

Account			Vendor / Description	Amount
10	1380	0670	Subscription: MISAC IT ListServ	260
10	1380	0700	Firewall -City wide (Appliance Maintenance)	40,000
10	1380	0700	End Point Desktop Enterprise Security (City wide)	9,000
10	1380	0700	Enterprise Switch Critical Warranty (City Hall/PD/Fire)	8,000
10	1380	0700	Spam Firewall (City wide)	4,500
10	1380	0700	Backup Software	6,000
10	1380	0700	City's Financial System (City wide)	49,000
10	1380	0700	Internet Access (City wide) ISP	27,900
10	1380	0700	I.T. Services (City wide) OutSource Help Desk	120,115
10	1380	0700	Professional Services (City Wide) Firewall / Project Base	30,000
10	1380	0700	Storage hardware support- City wide	4,000
10	1380	0700	IPS Security App and URL (City wide)	3,000
10	1380	0700	Mail Archive/ Retrieval System	2,500
10	1380	0700	Service Request Ticket System Portal /Software Patch Mgmt (City wide)	5,000
10	1380	0700	After Market Server Warranty Coverage	8,000
10	1380	0700	VoIP Phone System Maintenance Support	25,000
10	1380	0700	Wi-Fi Support / Maintenance and Licensing (City Wide)	7,000
10	1380	0700	MDM ( Mobile Device Mgmt) Security	2,000
<b>Total Detail</b>				<b>\$351,015</b>



**Revenue Division**

**Division Description**

The Revenue Division enforces local laws and regulations on the performance of fair and cost-effective revenue collection services for taxes, fees and grant revenue. The division is responsible for ensuring the local remittance is received from state and county taxes and for projecting future revenues and making mid-year adjustments to support the budget. Fees paid for the provision of municipal water utility services are also processed by the division.

**Division Performance Measures**

Referenced in General Accounting.

**Budget Narrative**

This year’s budget request proposes to continue providing the same level of service at the same level of funding as last year. The Revenue division will achieve the Council’s Fiscal Responsibility, Efficiency, and Adaptability Priorities through the use of a new interface between the City’s business license software system and the California Franchise Tax Board’s sales tax records. There is a \$25K increase in operational materials & supplies for staff training and development.

**Division Budget Summary**

Revenue	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Operations, Materials & Supplies	\$245,017	\$239,142	\$225,000	\$190,749	\$250,000
Contract Services	88,624	85,174	90,000	70,758	90,000
<b>Revenue Total</b>	<b>\$333,641</b>	<b>\$324,315</b>	<b>\$315,000</b>	<b>\$261,507</b>	<b>\$340,000</b>

**Contractual & Professional Detail**

Account			Vendor/ Description	Amount
10	1351	0700	Citation Processing	90,000
<b>Total Detail</b>				<b>\$90,000</b>

**Non-Departmental**

**Division Description**

The Non-Departmental Division is the section of the budget where all Employee Benefits costs are accounted.

**Division Performance Measures**

Not applicable

**Budget Narrative**

This year's budget request proposes to continue providing the same level of employee benefits.

**Division Budget Summary**

<b>Non-Departmental</b>	<b>Actual FY 2015-16</b>	<b>Actual FY 2016-17</b>	<b>Budget FY 2017-18</b>	<b>YTD Total FY 2017-18</b>	<b>Adopted Budget FY 2018-19</b>
Personnel Services	\$0	\$0	\$0	\$49,906	\$0
Operations, Materials & Supplies	1,258,647	2,059,815	864,363	2,965,363	5,481,087
Employee Benefits	3,056,419	3,039,274	2,893,790	1,511,347	3,374,950
Contract Services	105,324	108,480	0	111,732	105,000
<b>Non-Departmental Total</b>	<b>\$4,420,390</b>	<b>\$5,207,569</b>	<b>\$3,758,153</b>	<b>\$4,638,348</b>	<b>\$8,961,037</b>

Administration  
Emergency Services  
Federal Grants  
Support Services

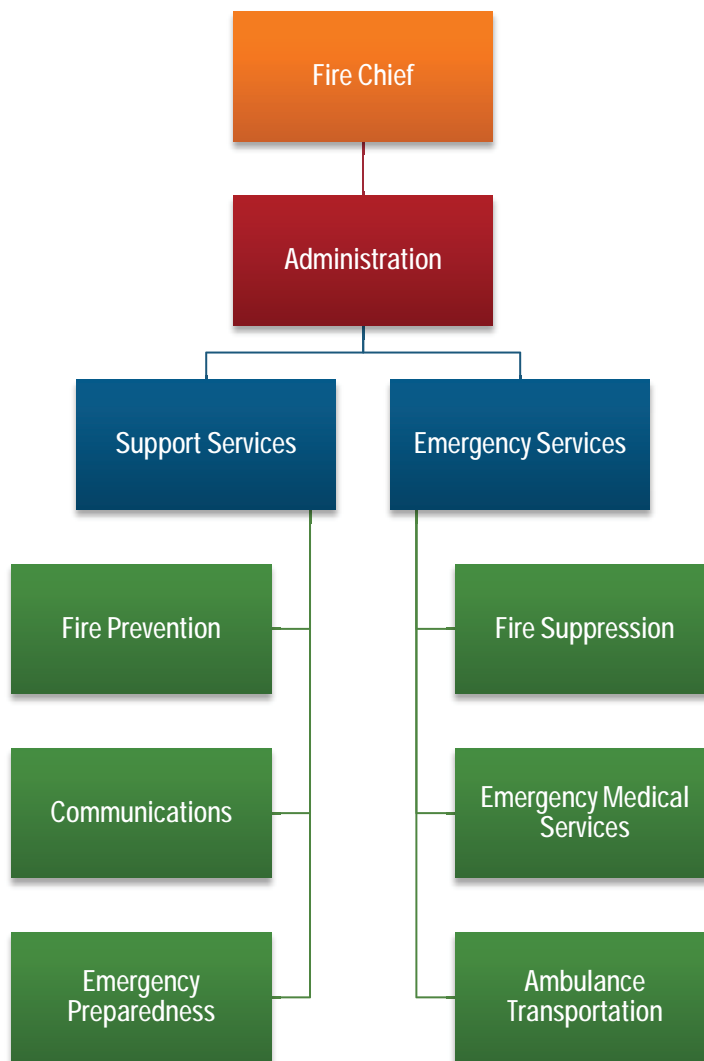


**FIRE**



Department Overview

Organizational Chart



Department Description

The Fire Department is responsible for comprehensive and effective all risk fire and rescue services that meet service delivery needs of all residents and business owners. The department is made up of three Branches: Administration, Emergency Services and Support Services.

The Emergency Services is comprised of the Fire Suppression Division, Emergency Medical Services Division, and Ambulance Transport Division. The Support Services is comprised of the Fire Prevention Division, Fire Communications Division, and oversees the City’s Emergency Preparedness Division.

**Department Summary of Full Time Positions**

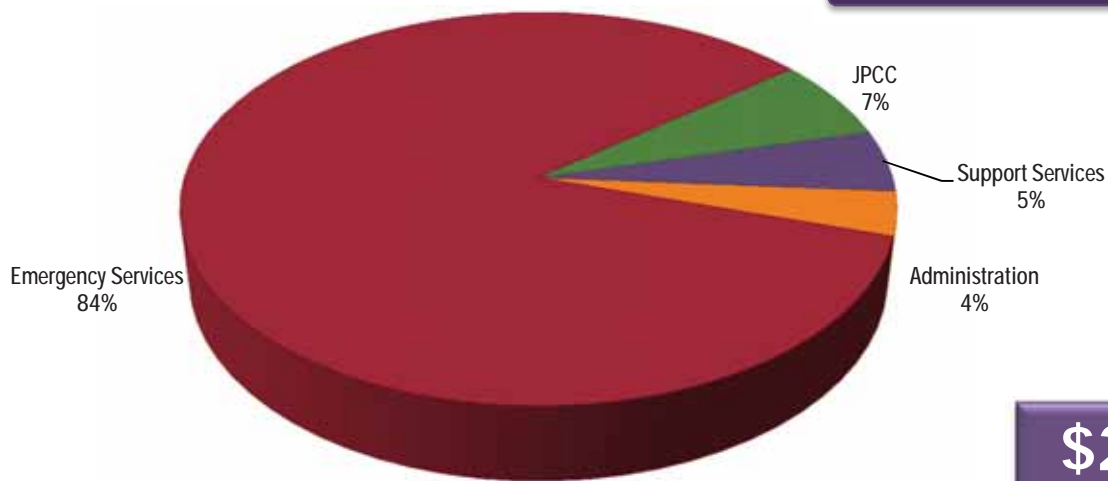
Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>Administration</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>
Administrative Assistant	0	0	1	1
Executive Secretary	1	1	1	1
Fire Chief	1	1	1	1
<b>Emergency Services</b>	<b>83</b>	<b>83</b>	<b>91</b>	<b>91</b>
Ambulance Operator	18	18	24	24
Ambulance Operator Coordinator	0	0	1	1
Battalion Chief	3	3	3	3
Fire Captain	15	15	15	15
Fire Captain (EMS Coordinator)	1	1	1	1
Fire Captain (Training)	0	0	1	1
Fire Engineer	15	15	15	15
Fire Mechanic	1	1	1	1
Firefighter *	6	6	6	4
Firefighter/Paramedic *	24	24	24	26
* (2) Firefighters reclassified to Paramedic				
<b>Support Services</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>
Assistant Chief	1	1	1	1
Emergency Preparedness Coordinator2	1	1	1	0
Fire Communications Center Supervisor	1	1	1	1
Fire Inspector	1	1	1	1
Fire Prevention Technician	1	1	1	1
Hazardous Materials Fire Inspector	1	1	1	1
Regional Fire Communications Lead Operator	1	1	1	1
Regional Fire Communications Operator	8	8	8	8
Emergency Preparedness Program Manager *	0	0	0	1
* Title/ compensation adjustment from Emergency Preparedness Coordinator approved by City Council on				
<b>Fire</b>	<b>100</b>	<b>100</b>	<b>109</b>	<b>109</b>
Sworn	67	67	68	68
Non-Sworn	33	33	41	41



# FIRE Department Summary

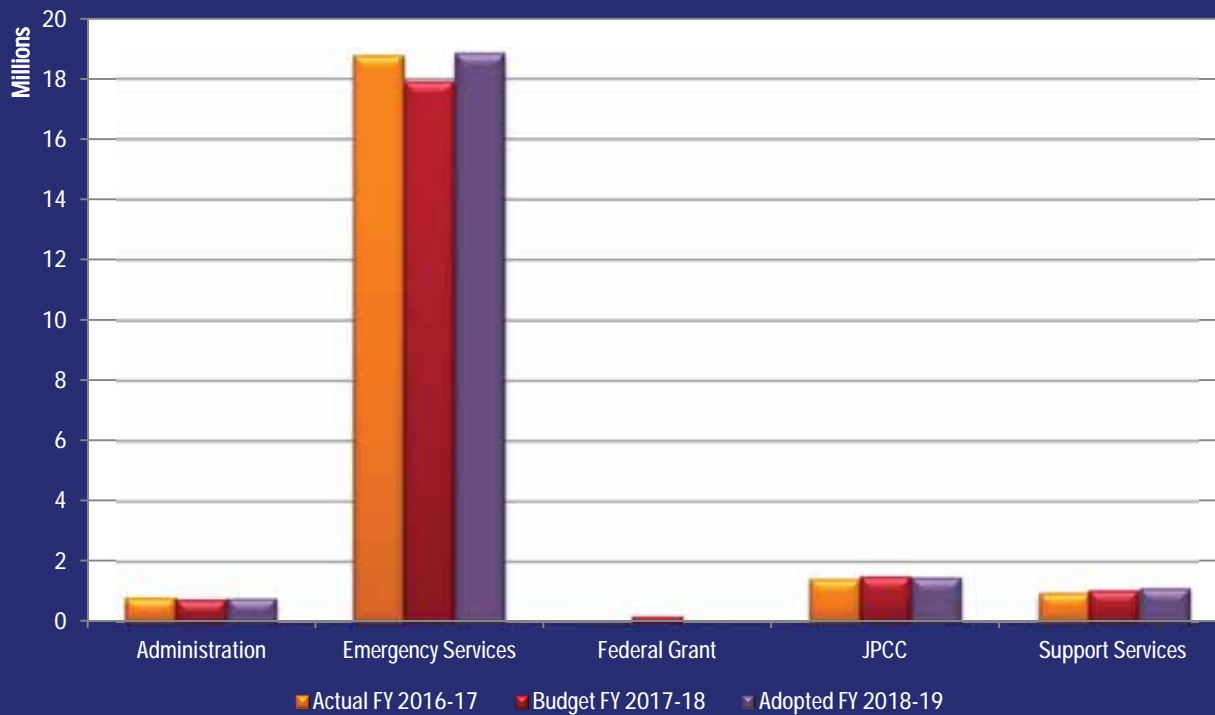
## Total Budget Expenditures by Division

Administration	\$ 0.8 M
Emergency Services	\$18.8 M
JGCC	\$ 1.5 M
Support Services	\$ 1.1 M



**\$22.3  
Million**

### 3 Year Trend - Total Budget Expenditures



**Fiscal Year 2017-18  
Recent Accomplishments & Performance Indicators**

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Hired a new Emergency Preparedness Program Manager		X		X	X
Promoted one Fire Captain, two Fire Engineers		X		X	X
Hired 8 New Firefighter Paramedics and Conducted one Firefighter Recruit Drill tower		X		X	X
Appointed one Training Coordinator	X	X		X	
Hired one Ambulance Coordinator and fifteen new Ambulance Operators	X	X		X	X
Appointed eleven Firefighters to Paramedic assignments	X	X		X	X
Conducted Interim Engineers Promotional exam, Engineers Promotional Exam, Captains Promotional exam, and a Firefighter recruitment		X			
Hired one Fire Communications Operator		X		X	X
Received 2016 State Homeland Security grant (\$124,032)	X	X		X	
Confiscated approximately 3,500 pounds of illegal fireworks		X			X
Completed Comprehensive Facility Assessments and are developing Fire Stations Master Plan	X	X	X	X	
Provided mutual aid assistance to eight wildland incidents and one Urban Search and Rescue incident totaling 8,472 personnel hours				X	
Transitioned to new Paramedic Engine Service Model	X	X		X	
Emergency Ground Medical Transportation services generated over \$3,000,000	X	X			
Instituted an Arson Shift Investigator Program	X	X		X	
Implemented Smart 911 and Pulse Point Services to the community		X			X
Completed Active Shooter Training to all first responders		X		X	
Two additional ambulances placed in service.	X			X	X
Completed the City's Hazard Mitigation Plan and Event Action Plan for the Christmas Parade	X	X		X	
Conducted three Mass Notification System 101 Training, five EOC Section Specific Trainings, one ICS 100 and 700 Training, and 5 CERT Trainings	X	X		X	X
Conducted or facilitated a full building evacuation drill city-wide for the Great ShakeOut, four Emergency Operation Center Exercises, three Active Shooter Trainings, and two Active Shooter Drills		X		X	X



## Fiscal Year 2018-2019 Goals & Objectives

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Improve Fire Station Facilities	X	X	X	X	X
Manage temporary relocation of personnel equipment during fire station remodeling		X	X	X	
Update fire communications systems for dependability and interoperability	X	X		X	
Implement comprehensive annual department training program	X	X		X	
Improve mandated fire prevention/hazardous materials inspection compliance	X			X	X
Improve employee recruitment and retention, specifically relating to the firefighter/paramedics and EMT ambulance operators	X	X		X	
Replace two Ambulances	X			X	
Seek alternative revenue sources	X	X			
Evaluate the effectiveness of the new Paramedic Engine Model	X	X		X	
Improve Fire Prevention Capabilities	X			X	X
Implement Data Analysis Performance Program	X	X		X	
Implement Staff Development Program	X	X			
Develop Comprehensive Training Program	X	X		X	
Revise Department Policies and Procedures		X			
Develop the City's Emergency Operation Plan	X	X		X	
Revitalize the City's Mass Notification System Program		X		X	
Develop the City's Building Emergency Plan Program		X		X	
Update and Restock the Emergency Preparedness Bins (year one of four year plan)		X		X	X



# FIRE

## Department Summary

By Type	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	16,815,472	18,842,512	17,804,928	16,980,681	18,637,471
Operations, Materials & Supplies	1,213,827	1,445,355	2,008,004	1,323,882	1,964,763
Indirect Costs	957,594	972,202	904,747	1,013,074	883,654
Contract Services	748,692	715,720	657,680	665,619	826,710
Capital Outlay	(44,404)	50,351	81,624	9,829	-
<b>Grand Total</b>	<b>\$ 19,691,182</b>	<b>\$ 22,026,141</b>	<b>\$ 21,456,983</b>	<b>\$ 19,993,084</b>	<b>\$ 22,312,598</b>

By Division	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Administration	648,803	812,810	754,828	699,994	810,337
Emergency Services	16,604,208	18,795,847	17,930,102	16,998,410	18,870,863
Federal Grant	4,740	14,440	189,882	23,275	-
JPCC	1,531,314	1,431,100	1,517,857	1,288,718	1,494,461
Support Services	902,116	971,945	1,064,314	982,686	1,136,937
<b>Grand Total</b>	<b>\$ 19,691,182</b>	<b>\$ 22,026,141</b>	<b>\$ 21,456,983</b>	<b>\$ 19,993,084</b>	<b>\$ 22,312,598</b>

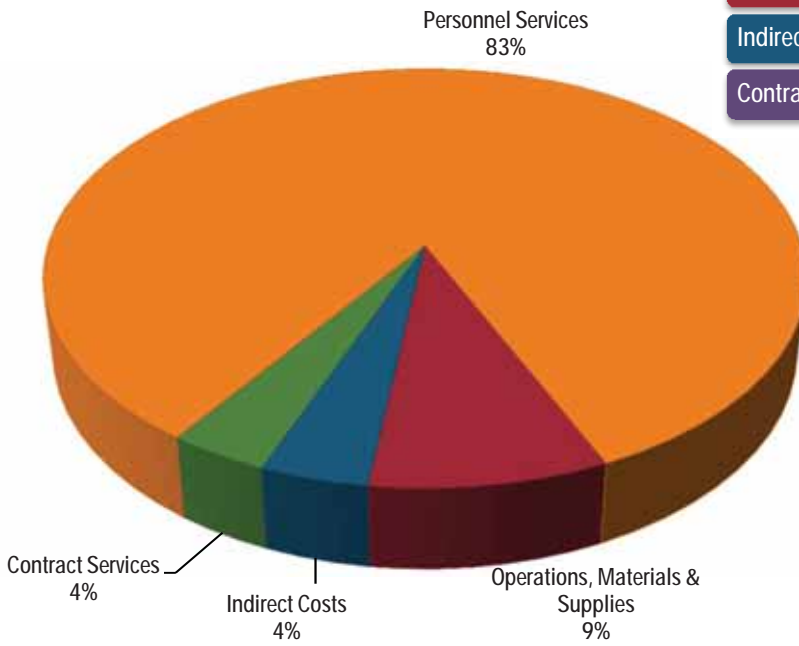
By Fund	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
10 - General Fund	19,320,267	21,540,483	20,350,403	19,431,940	21,473,570
13 - Fire - Hazardous Materials Program	-	-	-	110,804	-
14 - Federal Fire Grant	34,538	14,440	189,882	23,275	-
22 - Air Quality	-	33,047	-	-	-
62 - Equipment	336,376	438,172	916,698	427,065	839,028
<b>Grand Total</b>	<b>\$ 19,691,182</b>	<b>\$ 22,026,141</b>	<b>\$ 21,456,983</b>	<b>\$ 19,993,084</b>	<b>\$ 22,312,598</b>



# FIRE Department Summary

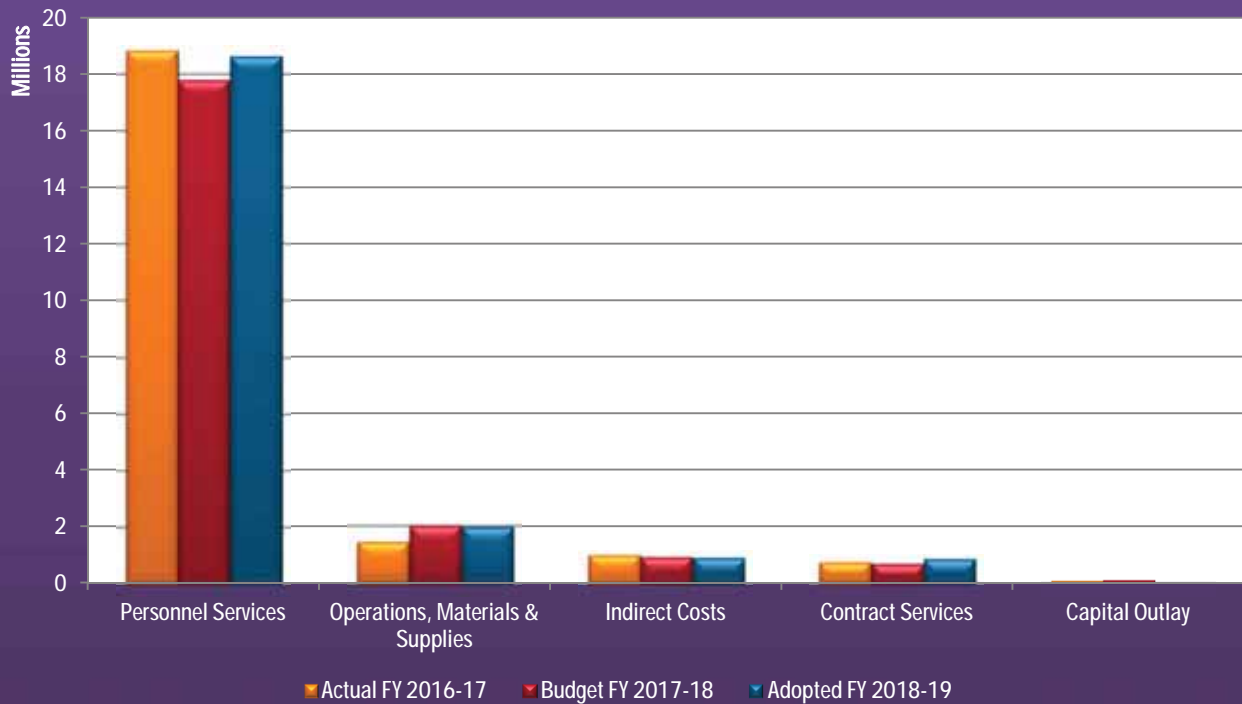
## Total Budget Expenditures by Type

Personnel Services	\$18.6 M
Operations, Materials & Supplies	\$ 2.0 M
Indirect Costs	\$ 0.9 M
Contract Services	\$ 0.8 M



**\$22.3  
Million**

## 3 Year Trend - Total Budget Expenditures



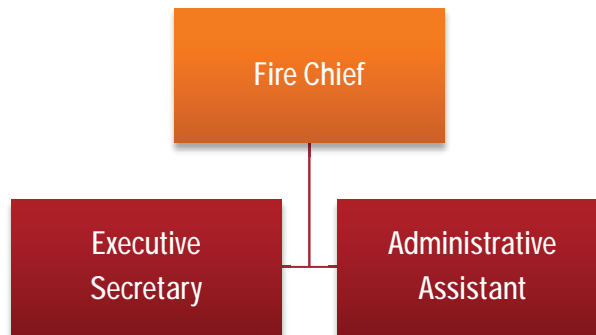


# FIRE

## Division Summary

	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
<b>Administration</b>					
Personnel Services	\$459,182	\$518,121	\$531,999	\$468,544	\$580,872
Operations, Materials & Supplies	\$27,268	\$35,755	\$20,914	\$14,931	\$24,614
Indirect Costs	\$176,194	\$197,398	\$180,920	\$180,920	\$179,851
Contract Services	\$30,563	\$15,594	\$20,995	\$35,599	\$25,000
Capital Outlay	-\$44,404	\$45,941	\$0	\$0	\$0
<b>Administration Total</b>	<b>\$648,803</b>	<b>\$812,810</b>	<b>\$754,828</b>	<b>\$699,994</b>	<b>\$810,337</b>
<b>Emergency Services</b>					
Personnel Services	\$14,429,567	\$16,348,218	\$15,130,618	\$14,634,863	\$15,949,918
Operations, Materials & Supplies	\$1,030,466	\$1,257,671	\$1,696,764	\$1,167,141	\$1,766,581
Indirect Costs	\$778,142	\$770,012	\$719,262	\$827,074	\$699,364
Contract Services	\$366,034	\$415,536	\$383,458	\$369,332	\$455,000
Capital Outlay	\$0	\$4,410	\$0	\$0	\$0
<b>Emergency Services Total</b>	<b>\$16,604,208</b>	<b>\$18,795,847</b>	<b>\$17,930,102</b>	<b>\$16,998,410</b>	<b>\$18,870,863</b>
<b>Federal Grant</b>					
Personnel Services	\$4,740	\$0	\$0	\$0	\$0
Operations, Materials & Supplies	\$0	\$2,032	\$108,258	\$8,170	\$0
Contract Services	\$0	\$12,408	\$0	\$5,276	\$0
Capital Outlay	\$0	\$0	\$81,624	\$9,829	\$0
<b>Federal Grant Total</b>	<b>\$4,740</b>	<b>\$14,440</b>	<b>\$189,882</b>	<b>\$23,275</b>	<b>\$0</b>
<b>JGCC</b>					
Personnel Services	\$1,165,916	\$1,102,507	\$1,173,810	\$998,142	\$1,100,931
Operations, Materials & Supplies	\$103,807	\$100,688	\$113,300	\$73,842	\$104,300
Contract Services	\$261,591	\$227,905	\$230,747	\$216,734	\$289,230
<b>JGCC Total</b>	<b>\$1,531,314</b>	<b>\$1,431,100</b>	<b>\$1,517,857</b>	<b>\$1,288,718</b>	<b>\$1,494,461</b>
<b>Support Services</b>					
Personnel Services	\$756,067	\$873,666	\$968,501	\$879,131	\$1,005,750
Operations, Materials & Supplies	\$52,286	\$49,209	\$68,768	\$59,798	\$69,268
Indirect Costs	\$3,258	\$4,793	\$4,565	\$5,079	\$4,439
Contract Services	\$90,504	\$44,277	\$22,480	\$38,678	\$57,480
<b>Support Services Total</b>	<b>\$902,116</b>	<b>\$971,945</b>	<b>\$1,064,314</b>	<b>\$982,686</b>	<b>\$1,136,937</b>
<b>Grand Total</b>	<b>\$19,691,182</b>	<b>\$22,026,141</b>	<b>\$21,456,983</b>	<b>\$19,993,084</b>	<b>\$22,312,598</b>

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
Administrative Assistant	0	0	1	1
Executive Secretary	1	1	1	1
Fire Chief	1	1	1	1
<b>Total Full Time Positions</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>

### Division Description

The Fire Administration Division is comprised of three personnel: the Fire Chief and the Secretary to the Fire Chief and Administrative Assistant. Fire Administration is responsible for the overall leadership and coordination of professional fire and life safety services for the community. Included is the financial management of its budget, the application and administration of federal and state grants; the recruitment and selection of personnel, and public relations. Its primary objective is to further enhance both emergency and non-emergency services to better serve its mission of serving the public relating to life safety, environmental protection, and property conservation.

### Division Performance Measures

City Council Priority	Division Goal	Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Quality of Life, Infrastructure & Parks	Number of Firefighters Hired and Trained by the Fire Department	3	6	8	4
	Number of Federal and State Grant Dollars Secured	\$88,900	\$70,000	\$281,360	\$124,000

### Budget Narrative

The Fire Administration division budget supports the City Council’s Quality of Life, Infrastructure and Safety priority, and proposes minor increases due to a small increase in contract services costs and to a cost-of-living wage increase for personnel. There is also a 3% increase for office equipment maintenance costs.

### Division Budget Summary

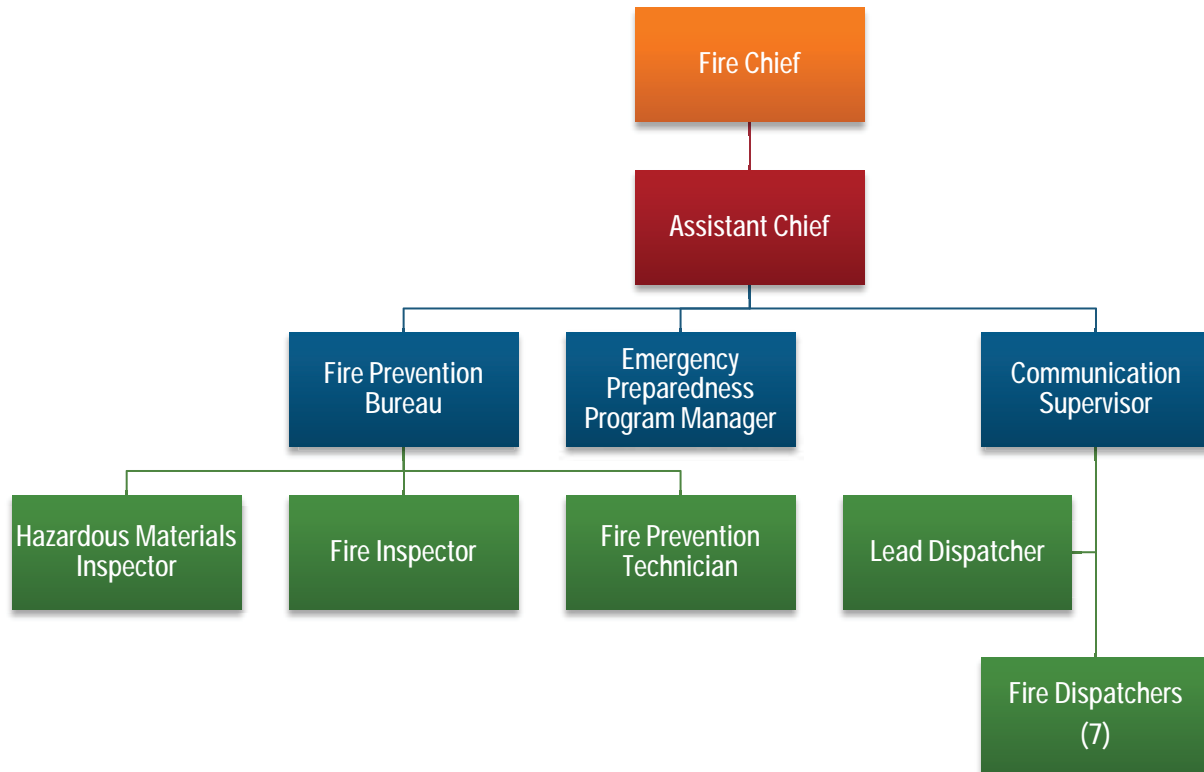
Administration	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$459,182	\$518,121	\$531,999	\$468,544	\$580,872
Operations, Materials & Supplies	27,268	35,755	20,914	14,931	24,614
Indirect Costs	176,194	197,398	180,920	180,920	179,851
Contract Services	30,563	15,594	20,995	35,599	25,000
Capital Outlay	-44,404	45,941	0	0	0
<b>Administration Total</b>	<b>\$648,803</b>	<b>\$812,810</b>	<b>\$754,828</b>	<b>\$699,994</b>	<b>\$810,337</b>

Federal Grant	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$4,740	\$0	\$0	\$0	\$0
Operations, Materials & Supplies	0	2,032	108,258	8,170	0
Contract Services	0	12,408	0	5,276	0
Capital Outlay	0	0	81,624	9,829	0
<b>Federal Grant Total</b>	<b>\$4,740</b>	<b>\$14,440</b>	<b>\$189,882</b>	<b>\$23,275</b>	<b>\$0</b>

### Contractual & Professional Detail

Account			Vendor/ Description	Amount
10	2610	0700	Fire Stats - Statistic Data	12,900
10	2610	0700	Lexipol - Policies & Procedures	11,278
10	2610	0700	Insight – Adobe Cloud	822
<b>Total Detail</b>				<b>\$25,000</b>

Organizational Chart



Division Summary of Full Time Positions

Positions	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adopted FY 2018-19
Assistant Chief	1	1	1	1
Emergency Preparedness Coordinator	1	1	1	0
Fire Communications Center Supervisor	1	1	1	1
Fire Inspector	1	1	1	1
Fire Prevention Technician	1	1	1	1
Hazardous Materials Fire Inspector	1	1	1	1
Regional Fire Communications Lead Operator	1	1	1	1
Regional Fire Communications Operator	8	8	8	8
Emergency Preparedness Program Manager *	0	0	0	1
<b>Total Full Time Positions</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

\* Title/ compensation adjustment from Emergency Preparedness Coordinator approved by City Council on 10/10/2017



**Division Description**

The Support Services Division is overseen by the Assistant Fire Chief/ Fire Marshal. Support Services is comprised of three separate divisions; Fire Prevention, Fire Communications, and the City's Emergency Management Section. These divisions either directly or indirectly support the Emergency Services.

Fire Communications is comprised of the Downey Fire Communication Center (DFCC) and is responsible for processing and dispatching both 9-1-1 emergency and non-emergency fire and medical calls for the Downey Fire Department, as well as for the cities of Compton and Santa Fe Springs, fire departments. The DPCC offers emergency medical dispatching advice to 9-1-1 callers and offers tiered dispatching services to its customers. Each DFCC city contributes to the funding of the dispatch center.

The Fire Prevention Bureau is staffed with four personnel and is tasked with the inspection and fire safety assurance of all businesses, schools, hospitals, hazardous materials operations and detention facilities. The fire department conducts nearly 2,500 inspections annually. Additionally, the prevention bureau is responsible for overseeing all hazardous materials disclosure occupancies. The Fire Movie Service Unit, which supplies staffing for film productions in the City and is maintained as a revenue-neutral service through fees for film permits. The fire prevention bureau also oversees the Fire Investigation Unit.

The Emergency Preparedness Program Manager (EPPM) is responsible for the City's disaster preparedness, response, mitigation, and recovery efforts. This includes developing and maintaining emergency operations plans, trainings and exercises. The EPPM is tasked with overseeing all City-related federal and/or state disaster reimbursement efforts. In addition, The Preparedness Divisions is responsible for ensuring city employees are adequately trained and proficient in the Emergency Operations Center's (EOC) activations and coordination. The EPPM will continue the long tradition of community preparedness outreach and education to its citizens through the city's CERT training program.

**Division Performance Measures**

City Council Priority		Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Quality of Life, Infrastructure & Parks	Number of CERT Training Classes Offered by the Fire Department	2	2	4	5
	Fire Prevention Inspections Conducted	3,685	2,215	4,400	3,000
	Fire Prevention Plans Reviewed/Submitted	373	283	400	340
	Counter Visits	783	1,050	630	1,200
	Total Incidents Dispatched by the JPCC for 3 cities	29,465	27,517	30,000	28,000

**Budget Narrative**

Support services budgets are slightly increased compared with last fiscal year, primarily due to a cost-of-living adjustment for personnel, approved by the City Council in Fiscal Year 2017-18. The Fire Communications account is increasing by 11% due to increases in the contractual fees to fund PulsePoint and Smart 911 services, both of which advance the City Council's Public Engagement and Quality of Life, Safety & Infrastructure priorities. The Fire Prevention account increase includes contractual fees for plan check services.

Emergency Preparedness activities, which support the Council's Efficiency and Adaptability priority, have increased by \$25,000 due to program enhancements and fee increases for contractual services. To promote more registration for the City's Mass Notification, a text-to-register feature will be added to Everbridge (also known as Downey Alerts; increase of \$5,000). To address projected fee increase for the region's Area E Disaster Management Board Membership, an additional \$5,000 was budgeted. Additionally, to better prepare the city for a mass sheltering incident, the City's four emergency preparedness bins are to be updated to provide for 200 shelterees per bin (\$15,000). This program will be a four year program and supplies for the bins will include equipment and supplies that require little maintenance and replacement (i.e., cots, disposable blankets/sheets).

**Division Budget Summary**

Support Services	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$756,067	\$873,666	\$968,501	\$879,131	\$1,005,750
Operations, Materials & Supplies	52,286	49,209	68,768	59,798	69,268
Indirect Costs	3,258	4,793	4,565	5,079	4,439
Contract Services	90,504	44,277	22,480	38,678	57,480
<b>Support Services Total</b>	<b>\$902,116</b>	<b>\$971,945</b>	<b>\$1,064,314</b>	<b>\$982,686</b>	<b>\$1,136,937</b>

JPCC	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$1,165,916	\$1,102,507	\$1,173,810	\$998,142	\$1,100,931
Operations, Materials & Supplies	103,807	100,688	113,300	73,842	104,300
Contract Services	261,591	227,905	230,747	216,734	289,230
<b>JPCC Total</b>	<b>\$1,531,314</b>	<b>\$1,431,100</b>	<b>\$1,517,857</b>	<b>\$1,288,718</b>	<b>\$1,494,461</b>

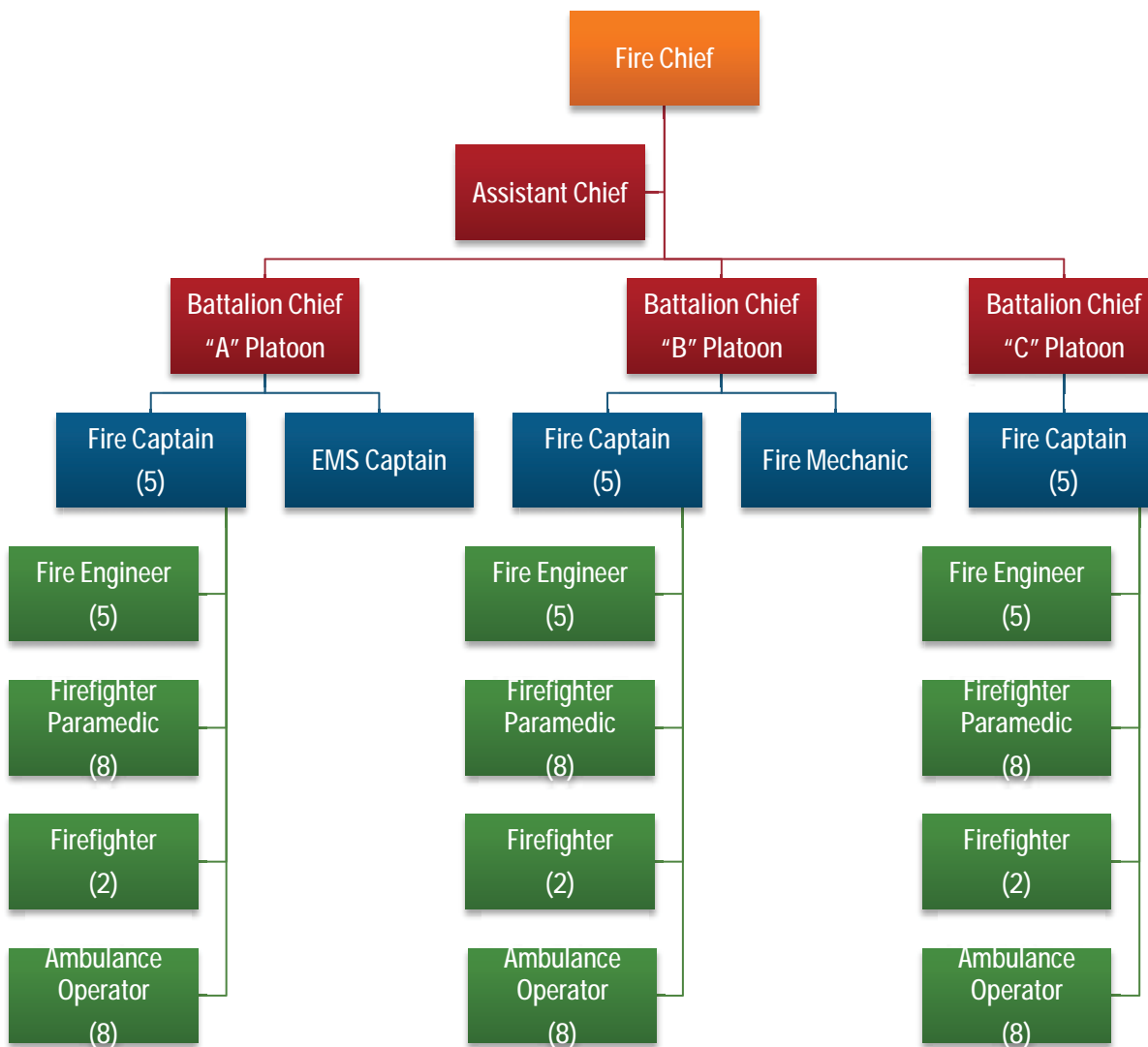
**Contractual & Professional Detail**
**Support Services**

Account			Vendor	Amount
10	2650	0670	Annual Memberships (LAAFMA, Social FPO, CAPIO, LAFMA)	1,000
10	2650	0700	CIR INC. (Planchecks)	25,000
10	2660	0670	Area E Disaster Management Board Membership	10,668
10	2660	0700	Salamander Technologies - Contract Services	1,500
10	2660	0700	Everbridge Inc. Annual Fee	18,700
10	2660	0700	Google - Email Account for CERT	300
10	2660	0700	Surveymonkey.com - Online Survey Tool	312
<b>Total Detail</b>				<b>57,480</b>

**JPCC**

Account			Vendor/ Description	Amount
10	2640	0670	FDM (CAD/ RMS/ NFIRS/ TRN/ MOBIL CAD)	112,000
10	2640	0670	CommLine Contract Services	24,384
10	2640	0670	Embassy Suites Hotel - wireless antenna on Hotel	1,260
10	2640	0670	Radio IP Software - (MDC Data system Licensing)	5,655
10	2640	0670	Reddinet (hospital status system)	4,640
10	2640	0670	Core Router Renewal (Dispatch Network Maintenance)	2,600
10	2640	0670	ESRI (Mapping Licenses for Dispatch)	2,400
10	2640	0670	Smart911	35,000
10	2640	0670	Pulse Point – Annual Subscription	8,000
10	2640	0670	Youngblood & Associates - Polygraph	1,881
10	2640	0670	Barracuda Fire Wall (Span Blocker)	1,150
10	2640	0670	Thomas Brother (Mapping License)	1,000
10	2640	0670	Area E Web site (Domain Registry)	30
10	2640	0700	Power Conversion Systems - Maintenance contract	1,839
10	2640	0700	Skill Office Machines - Maintenance Contract	784
10	2640	0700	Target Solutions - Renewal Annual License & Online Training	1,050
10	2640	0700	City of Whittier - Lease space at reservoir #12	139
10	2640	0700	Dispatch Charges (IT Staff - Downey IT)	72,322
10	2640	0700	UC Regents (EMD Training)	4,782
10	2640	0700	Priority Dispatch (EMD Licenses and Maintenance)	4,200
10	2640	0700	Symantec Back Up system (Anti-Virus)	3,376
10	2640	0700	Annual Report (Printing)	600
10	2640	0700	Starlight Lease (Site Lease Agreement for Radio systems)	138
<b>Total Detail</b>				<b>\$289,230</b>

Organizational Chart



**Division Summary of Full Time Positions**

Positions	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2017-18	Adopted FY 2018-19
Ambulance Operator	18	18	24	24
Ambulance Operator Coordinator	0	0	1	1
Battalion Chief	3	3	3	3
Fire Captain	15	15	15	15
Fire Captain (EMS Coordinator)	1	1	1	1
Fire Captain (Training)	0	0	1	1
Fire Engineer	15	15	15	15
Fire Mechanic	1	1	1	1
Firefighter *	6	6	6	4
Firefighter/Paramedic *	24	24	24	26
<b>Total Full Time Positions</b>	<b>83</b>	<b>83</b>	<b>91</b>	<b>91</b>

**Division Description**

The Emergency Services Division is responsible for comprehensive and effective all-risk fire and rescue services that meet the service delivery needs of all residents and business owners. This branch is comprised of Fire Suppression Division, Emergency Medical Services Division, and the Ambulance Transportation Division. Each division of the Emergency Services Branch works cohesively to increase the success of the fire department mission: the protection of life, environment, and property. This branch is responsible for the emergency response of apparatus to all 9-1-1 calls.

The Fire Suppression Division is comprised of highly trained firefighters divided among three work platoons. Each platoon is comprised of twenty-one firefighters, assigned to four fire stations which are strategically located throughout the City. The fire department’s four fire engines and ladder truck are staffed with four sworn personnel. One battalion chief or incident commander oversees each platoon.

The Emergency Medical Services (EMS) Division is comprised of the department’s paramedic program. The majority of today’s responses are for medical assistance; approximately 80%. The EMS branch is responsible for providing high-quality advanced life support patient care. All fire department paramedics are also sworn firefighters. Each of the department’s four engine companies are staffed with at least two licensed paramedics and two emergency medical technicians (EMTs). The division utilizes EMT and Paramedic continuing education programs to enhance patient care and treatment.

The Ambulance Transportation Division implements a Basic Life Support (BLS) ambulance transportation program. This program is responsible for all ground ambulance transportation. The department’s four ambulances are staffed with two non-sworn emergency medical technicians (EMTs).

## Emergency Services

Annually, over 6,250 patients are transported to area hospitals by fire department employees. Fire department ambulances minimize patient response times to area hospitals; patients would otherwise be reliant on private ambulance companies not stationed within the city. Our combined ALS and BLS transports are projected to remain over 6,000 in FY 2018-19.

### Division Performance Measures

City Council Priority	Division Goal	Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Quality of Life, Infrastructure & Parks	Average Emergency Response Time	5:07 Minutes	5:11 Minutes	5:00 Minutes	5:00 Minutes
	Number of BLS Transports	2620	3,053	3000	3,200
	Number of ALS Transports	3,488	2,951	3,800	3,200
	Paramedic Continuing Education Hours	1,200	454	1,638	2,000
	EMT Continuing Education Hours	1,932	1,903	2,400	3,000
	Total Emergency Incidents	11,211	11,131	11,900	11,400

## Emergency Services

### Budget Narrative

The Emergency Services operating budget continues at approximately the same level as last fiscal year, during which the budget increased due to the hiring of a new training Captain, a new Ambulance Coordinator and doubling the number of Ambulance Operators. There is a minor increase in personnel costs for the cost-of-living increase approved by the City Council in Fiscal Year 2017-18, and moderate increases for medical supplies, Personal Protective gear for new firefighters, fee increases for contractual services, and ambulance operator’s pre-employment hiring costs.

### Division Budget Summary

Emergency Services	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$14,429,567	\$16,348,218	\$15,130,618	\$14,634,863	\$15,949,918
Operations, Materials & Supplies	1,030,466	1,257,671	1,696,764	1,167,141	1,766,581
Indirect Costs	778,142	770,012	719,262	827,074	699,364
Contract Services	366,034	415,536	383,458	369,332	455,000
Capital Outlay	0	4,410	0	0	0
<b>Emergency Services Total</b>	<b>\$16,604,208</b>	<b>\$18,795,847</b>	<b>\$17,930,102</b>	<b>\$16,998,410</b>	<b>\$18,870,863</b>

### Contractual & Professional Detail

Account			Vendor	Amount
10	2620	0670	Dickerson McCulloch & Associates - Background Investigator	20,000
10	2620	0670	Westnet, Inc.	5,000
10	2620	0700	Youngblood & Associates – Polygraph	5,000
10	2620	0700	EMS Paramedic License Renewal	5,500
10	2620	0700	Crime Scene Biohazard Disposal	13,136
10	2620	0700	Commline	11,364
10	2630	0700	DOJ Fingerprint, polygraph	15,729
10	2630	0700	Richard Guess - Annual Fee - Medical Doctor	10,000
10	2630	0700	Digital EMS Solutions – Contract	31,583
10	2630	0700	EMSAR - Maintenance Contract	5,000
10	2630	0700	UC Regents - Service Agreement (Nurse Educator)	60,000
10	2630	0700	Zoll - Maintenance Contract – Ferno	7,563
10	2630	0700	Matrix – GEMT Consultant	5,000
10	2630	0700	LA County DHS - Renewal EMT Certification	125
10	2635	0670	Wittman LLC (Billing EMS Transport)	215,000
10	2635	0700	Background Investigations, Psychological Evaluation, Polygraph	45,000
<b>Total Detail</b>				<b>\$455,000</b>



**City of Downey**  
California





Administration, Grants & Contracts  
Facilities & Events  
Fee-Supported Programs  
Golf Course Operations  
Transit



# PARKS & RECREATION



## Department Overview

### Organizational Chart



## Department Description

The Parks and Recreation Department is comprised of seven divisions: Administration (including grants and contract services), Facilities & Events, Fee Supported Recreation Programs, Golf Course Operations, Transit, Theatre and Cemetery. The Department enhances the quality of life for Downey residents and positively influences neighborhoods through the provision of quality recreational opportunities, parks, and facilities for all residents of Downey. The department is committed to providing services that strengthen the community's image and provide a sense of place, thereby supporting economic development, increasing public engagement, and promoting health and wellness.

## Department Summary of Full Time Positions

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>Administration, Grants &amp; Contracts</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>
Administrative Assistant	0	1	1	1
Director of Parks & Recreation	1	1	1	1
Executive Secretary	1	0	0	0
Program Supervisor (ASPIRE)	1	1	1	1
Secretary (ASPIRE)	1	1	1	1
Program Coordinator (ASPIRE) *	2	2	2	3
* Additional Program Coordinator position approved by City Council on 08/22/2017				
<b>Facilities &amp; Events</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Program Coordinator	0	1	1	1
Recreation Coordinator	1	0	0	0
Recreation Manager	1	1	1	1
Recreation Supervisor	3	3	3	3
<b>Transit</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
Management Analyst	0	0	0	1
Transit Coordinator	1	1	1	0
Transit Driver	5	5	5	5
Transit Driver/Dispatcher	1	1	1	1
<b>Parks &amp; Recreation</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>19</b>

# PARKS & RECREATION Department Summary

## Total Budget Expenditures by Division

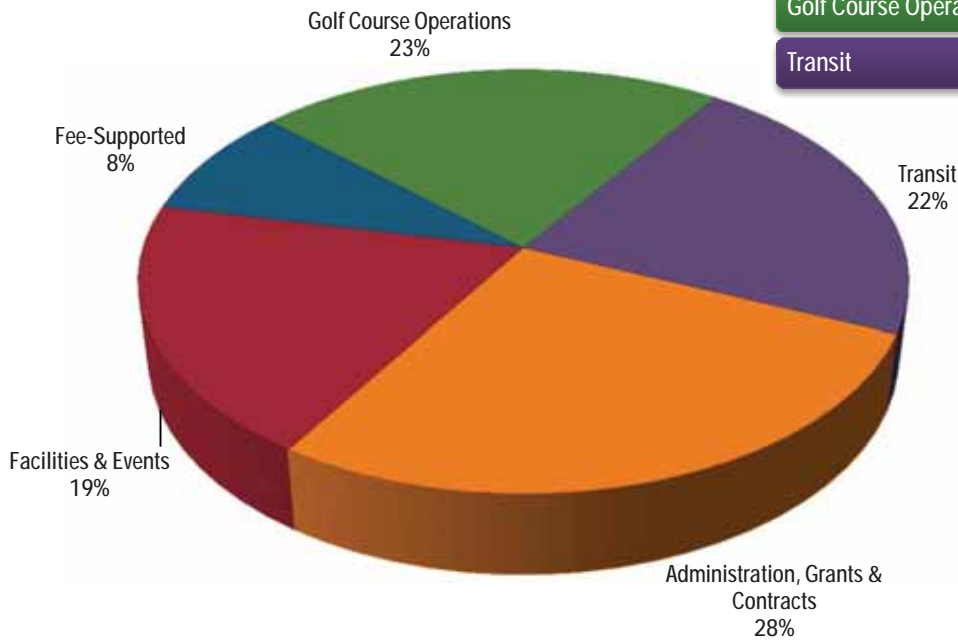
Administration, Grants & Contracts \$ 3.6 M

Facilities & Events \$ 2.5 M

Fee-Supported \$ 1.1 M

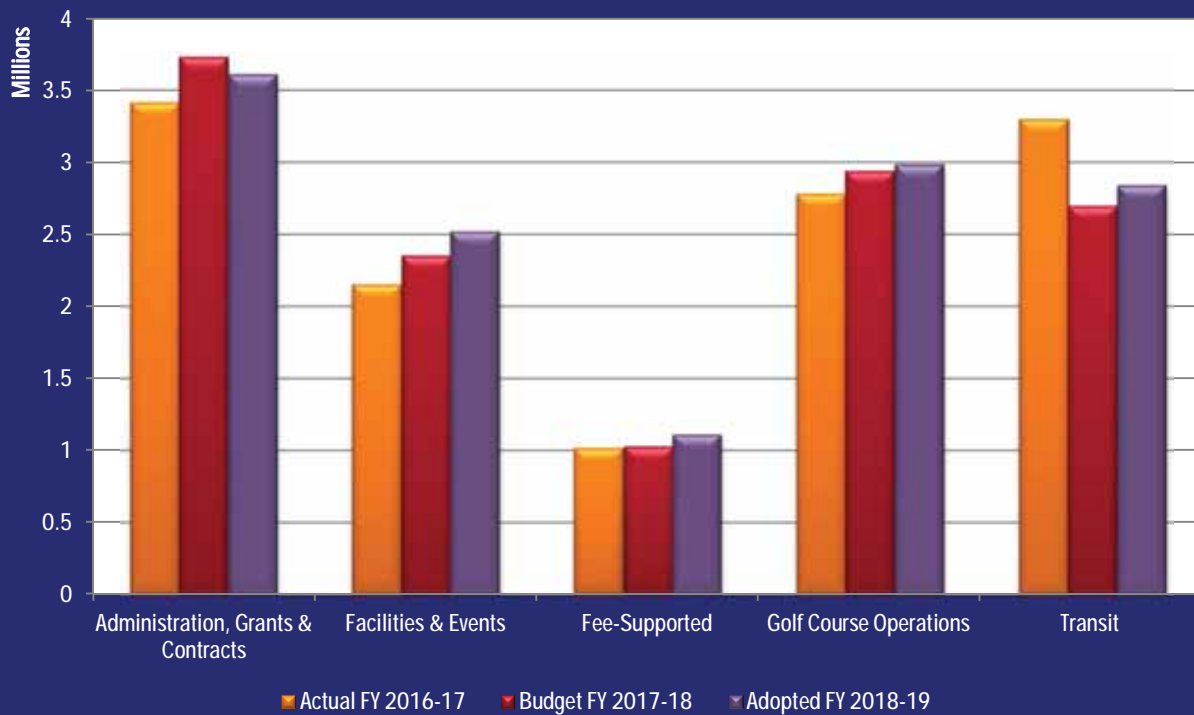
Golf Course Operations \$ 3.0 M

Transit \$ 2.9 M



**\$13.1  
Million**

## 3 Year Trend - Total Budget Expenditures



## Fiscal Year 2017-18 Recent Accomplishments & Performance Indicators

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Successfully implemented a full season at the Downey Theatre enabling full season ticket sales and advance promotion.	X	X	X	X	X
Conducted first Golf Subcommittee meeting showcasing the golf operations					
Conducted bi-weekly maintenance checklists for the building and grounds at Rio Hondo Golf Course for better service		X		X	
Created a transit Request for Proposal for the operation of Downey Transit					
Worked with LAFCO on analyzing the Downey Cemetery District including the possibility of annexing the entirety of Downey	X			X	
Developed new Department Mission Statement and Vision for Parks and Recreation		X			
Coordinated with Public Work to install new lighting at Furman Park and Apollo Park walking trails		X		X	
Coordinated and offered 17 Community wide events including TLC 5K, Brunch with the Bunny, Cemetery Memorial Day event, 1 Skate Competition, 5 Summer Concerts at Furman Park, the Movie and Music event at Golden Park, 1 Downtown Rooftop concert, the International Food and Music Festival, annual Pumpkin Patch event at Apollo Park, Dia De Los Muertos at the Downey Civic Theatre	X	X	X	X	X
Improvements to the Apollo Dance Building including new ceiling tiles, lighting, and new paint				X	X

## Fiscal Year 2018-2019 Goals & Objectives

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Coordinate, plan, and begin to implement elements of Measure S Park improvements at nine park locations. Park locations include; Apollo, Dennis The Menace, Discovery Sports Complex, Furman, Golden, Rio San Gabriel, Wilderness, and Treasure Island		X		X	X
Establish Downey as a Healthy Hub		X		X	X
Increase health and wellness programs offered		X		X	
Develop a customer survey process for programs, facility rentals, and events, to provide better customer service		X		X	X
Coordinate with other departments on City-wide Sponsorship program with Parks and Recreation Special Events, Downey Theatre, Space Center, and Library.		X	X		
Implement new Special Olympic sport into existing program		X		X	X

# PARKS & RECREATION

## Department Summary

By Type	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	4,455,352	4,591,755	4,885,947	3,991,726	5,098,061
Operations, Materials & Supplies	3,401,724	3,413,698	3,632,529	2,251,397	3,555,853
Indirect Costs	236,220	238,978	206,985	208,042	247,575
Contract Services	3,780,915	4,013,097	4,026,991	3,860,649	4,161,451
Capital Outlay	7,877	-	-	141,054	21,965
Capital Improvement	75,000	414,381	-	-	-
<b>Grand Total</b>	<b>\$ 11,957,088</b>	<b>\$ 12,671,909</b>	<b>\$ 12,752,452</b>	<b>\$ 10,452,868</b>	<b>\$ 13,084,905</b>

By Division	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Administration, Grants & Contracts	3,092,311	3,417,354	3,733,086	2,929,478	3,612,509
Facilities & Events	2,147,191	2,152,899	2,352,347	2,490,778	2,524,547
Fee-Supported	1,157,793	1,017,024	1,027,956	747,624	1,114,811
Golf Course Operations	2,659,526	2,782,467	2,941,391	2,170,012	2,988,837
Transit	2,900,267	3,302,165	2,697,672	2,114,976	2,844,201
<b>Grand Total</b>	<b>\$ 11,957,088</b>	<b>\$ 12,671,909</b>	<b>\$ 12,752,452</b>	<b>\$ 10,452,868</b>	<b>\$ 13,084,905</b>

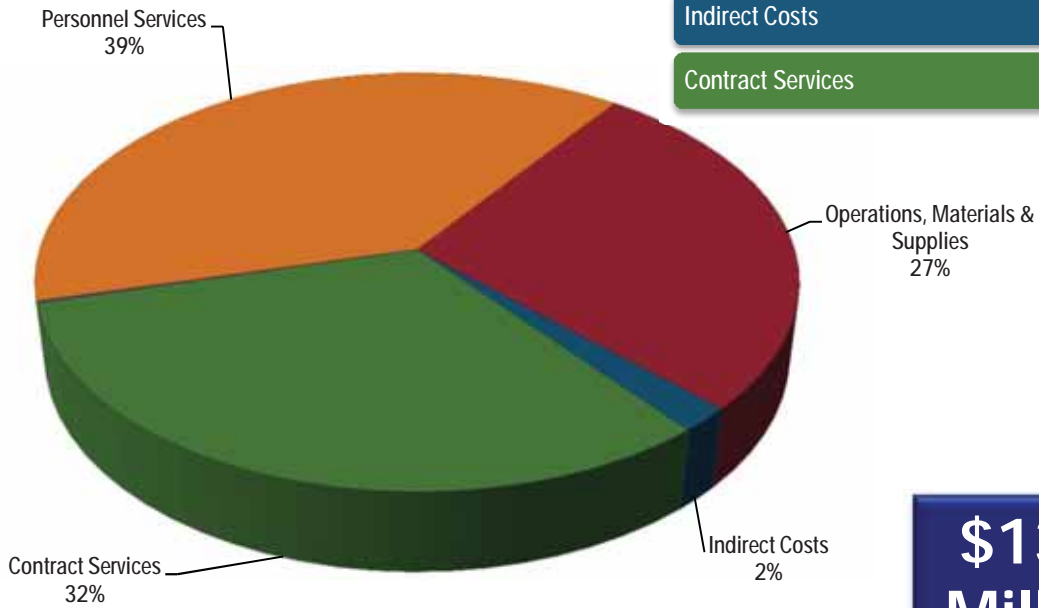
By Fund	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
10 - General Fund	6,378,466	6,568,231	7,112,389	6,148,492	7,250,867
26 - CIP Grant Fund	-	334,931	-	-	-
28 - CDBG	17,584	17,508	-	17,364	-
52 - Golf Course	2,659,526	2,782,467	2,941,391	2,170,012	2,988,837
54 - Transit (Prop C)	75,000	-	-	-	-
55 - Transit (Prop A)	2,825,267	2,967,234	2,697,672	2,114,976	2,844,201
62 - Equipment	1,245	1,538	1,000	2,024	1,000
<b>Grand Total</b>	<b>\$ 11,957,088</b>	<b>\$ 12,671,909</b>	<b>\$ 12,752,452</b>	<b>\$ 10,452,868</b>	<b>\$ 13,084,905</b>



# PARKS & RECREATION Department Summary

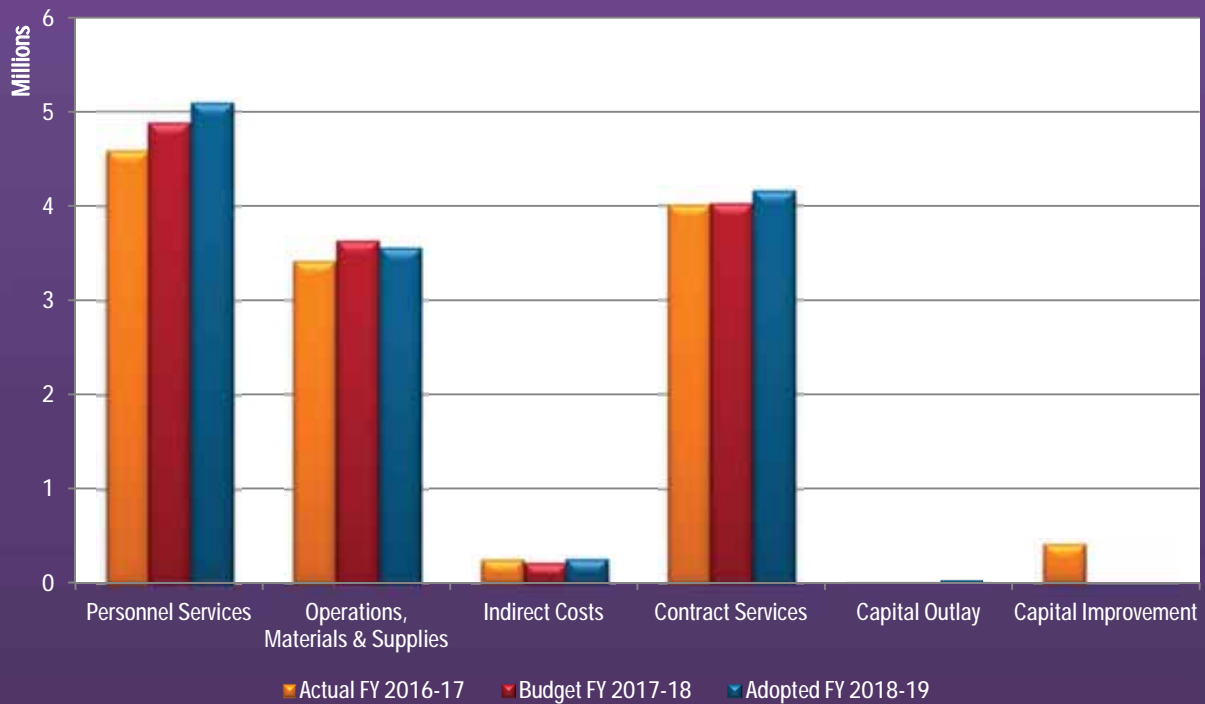
## Total Budget Expenditures by Type

Personnel Services	\$ 5.1 M
Operations, Materials & Supplies	\$ 3.6 M
Indirect Costs	\$ 0.2 M
Contract Services	\$ 4.2 M



**\$13.1  
Million**

## 3 Year Trend - Total Budget Expenditures



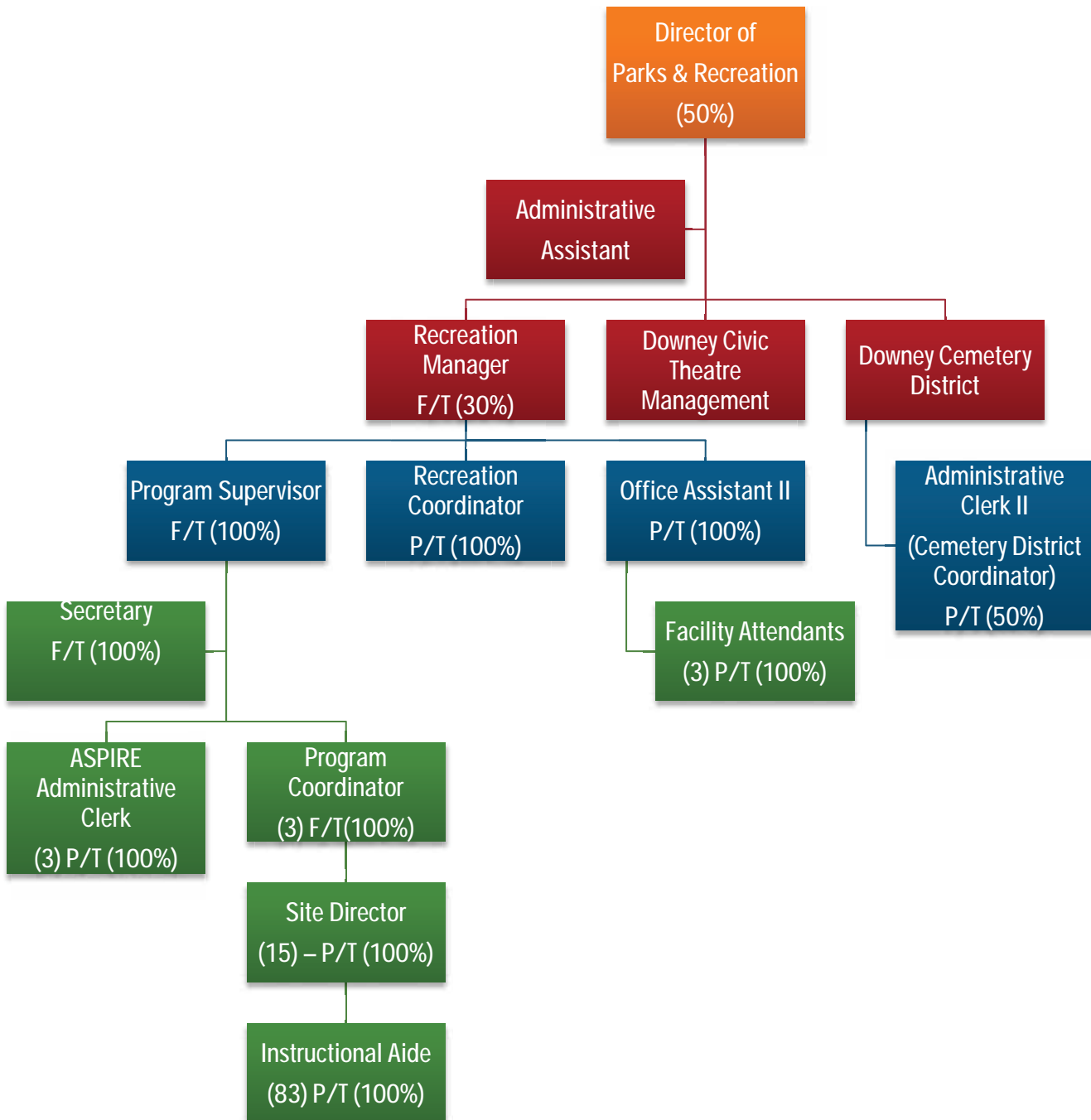


# PARKS & RECREATION

## Division Summary

	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
<b>Administration, Grants &amp; Contracts</b>					
Personnel Services	\$1,882,246	\$1,888,112	\$2,007,657	\$1,622,613	\$1,962,225
Operations, Materials & Supplies	\$480,937	\$595,168	\$679,186	\$397,567	\$551,675
Indirect Costs	\$39,280	\$39,278	\$41,795	\$40,827	\$50,114
Contract Services	\$689,848	\$894,797	\$1,004,448	\$868,471	\$1,026,530
Capital Outlay	\$0	\$0	\$0	\$0	\$21,965
<b>Administration, Grants &amp; Contracts Total</b>	<b>\$3,092,311</b>	<b>\$3,417,354</b>	<b>\$3,733,086</b>	<b>\$2,929,478</b>	<b>\$3,612,509</b>
<b>Facilities &amp; Events</b>					
Personnel Services	\$1,502,827	\$1,562,790	\$1,710,859	\$1,559,703	\$1,908,854
Operations, Materials & Supplies	\$364,489	\$314,119	\$368,216	\$228,482	\$350,546
Indirect Costs	\$3,440	\$3,229	\$0	\$2,025	\$25,875
Contract Services	\$276,436	\$272,761	\$273,272	\$700,568	\$239,272
<b>Facilities &amp; Events Total</b>	<b>\$2,147,191</b>	<b>\$2,152,899</b>	<b>\$2,352,347</b>	<b>\$2,490,778</b>	<b>\$2,524,547</b>
<b>Fee-Supported</b>					
Personnel Services	\$413,300	\$276,794	\$280,398	\$163,205	\$312,357
Operations, Materials & Supplies	\$668,294	\$652,431	\$647,998	\$530,168	\$691,498
Indirect Costs	\$0	\$0	\$0	\$0	\$6,396
Contract Services	\$76,199	\$87,799	\$99,560	\$54,252	\$104,560
<b>Fee-Supported Total</b>	<b>\$1,157,793</b>	<b>\$1,017,024</b>	<b>\$1,027,956</b>	<b>\$747,624</b>	<b>\$1,114,811</b>
<b>Golf Course Operations</b>					
Personnel Services	-\$152,762	\$44,035	\$17,077	\$17,671	\$17,246
Operations, Materials & Supplies	\$1,682,487	\$1,633,379	\$1,739,787	\$932,738	\$1,762,192
Indirect Costs	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000
Contract Services	\$1,099,924	\$1,083,054	\$1,162,527	\$1,056,549	\$1,187,399
Capital Outlay	\$7,877	\$0	\$0	\$141,054	\$0
<b>Golf Course Operations Total</b>	<b>\$2,659,526</b>	<b>\$2,782,467</b>	<b>\$2,941,391</b>	<b>\$2,170,012</b>	<b>\$2,988,837</b>
<b>Transit</b>					
Personnel Services	\$809,742	\$820,025	\$869,956	\$628,534	\$897,379
Operations, Materials & Supplies	\$205,517	\$218,601	\$197,342	\$162,443	\$199,942
Indirect Costs	\$171,500	\$174,471	\$143,190	\$143,190	\$143,190
Contract Services	\$1,638,508	\$1,674,687	\$1,487,184	\$1,180,809	\$1,603,690
Capital Improvement	\$75,000	\$414,381	\$0	\$0	\$0
<b>Transit Total</b>	<b>\$2,900,267</b>	<b>\$3,302,165</b>	<b>\$2,697,672</b>	<b>\$2,114,976</b>	<b>\$2,844,201</b>
<b>Grand Total</b>	<b>\$11,957,088</b>	<b>\$12,671,909</b>	<b>\$12,752,452</b>	<b>\$10,452,868</b>	<b>\$13,084,905</b>

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
Administrative Assistant	0	1	1	1
Director of Parks & Recreation	1	1	1	1
Executive Secretary	1	0	0	0
Program Supervisor (ASPIRE)	1	1	1	1
Secretary (ASPIRE)	1	1	1	1
Program Coordinator (ASPIRE) *	2	2	2	3
<b>Total Full Time Positions</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>7</b>

\*Additional Program Coordinator approved at City Council Meeting 08/22/2017

### Division Description

The Parks and Recreation Administration Division is responsible for the leadership and delivery of a wide range of recreation, cultural and educational Parks and Recreation programs, activities and services. Staff maintains budgetary control and fiscal responsibility for the department budget, staff support to City Council and the Recreation and Community Services Commission, Youth Commission, and Downey Cemetery District. The Division provides administrative direction and oversight of the entire Department of Parks and Recreation, the Healthy Downey initiative, grant funded ASPIRE after-school program, grant funded Science Technology Engineering Art Math (STEAM) Works summer after-school program, contract for services with Venuetech for Downey Civic Theatre, and contracted services for the Rio Hondo Golf Course.

### Division Performance Measures

City Council Priority		Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Quality of Life, Infrastructure & Parks	Healthy Downey partners	29	29	30	35
	Healthy Downey events/activities	12	10	10	11
	Downey Civic Theatre attendance	51,762	50,000	98856	110000
	Number of days occupied at Theatre	111	155	177	185
	Theatre Presenting Series Events/Festival	2	8	9	9
	Theatre Rental Clients	71	68	76	80
	Number of enrollment in STEAMWorks summer program	763	900	900	900
	Number of enrollment in ASPIRE program	1,468	1400	1360	1360
	Number of ASPIRE sports leagues	5	1	NA	NA

# PARKS & RECREATION

## Administration, Grants & Contracts

### Budget Narrative

In support of the City Council's Quality of Life priority, this year's budget request funds ongoing support for various commissions and citywide programs, including Healthy Downey and administrative support for the Downey Cemetery District, and includes a slight increase in the Theatre's overall budget due to annual CPI increase to contract.

### Division Budget Summary

Administration, Grants & Contracts	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$1,882,246	\$1,888,112	\$2,007,657	\$1,622,613	\$1,962,225
Operations, Materials & Supplies	480,937	595,168	679,186	397,567	551,675
Indirect Costs	39,280	39,278	41,795	40,827	50,114
Contract Services	689,848	894,797	1,004,448	868,471	1,026,530
Capital Outlay	0	0	0	0	21,965
<b>Administration, Grants &amp; Contracts Total</b>	<b>\$3,092,311</b>	<b>\$3,417,354</b>	<b>\$3,733,086</b>	<b>\$2,929,478</b>	<b>\$3,612,509</b>

### Contractual & Professional Detail

Account	Description	Amount
10 4305 0670	Laserfiche licensing share	600
10 4305 0670	"When to Work" license fee	1,100
10 4305 0670	Healthy Downey Dining Program	3,500
10 4305 0700	Contracted Grant Writing	10,000
10 4305 0700	City GIS share	5,000
10 4305 0700	Program Consultant	20,000
10 4305 0700	IT Services Share	41,652
10 4338 0670	Professional Memberships	1,460
10 4338 0700	Global Learning Training	15,000
10 4338 0700	Data Entry	1,200
10 4338 0700	Contracted Employment Services	32,000
10 4338 0700	Storage Facility	1,880
10 4339 0700	STEAMWorks Charter Buses for Excursions	12,600

## Contractual & Professional Detail (continued)

Account			Description	Amount
10	4380	0670	Venuetech Management Fee	197,836
10	4380	0670	Dues & Subscriptions	240
10	4380	0700	Talent Production Expenses	30,000
10	4380	0700	Talent Fees - Season (Special Event Productions)	180,000
10	4380	0700	ASCAP/BMI/SESAC Licensing	4,000
10	4380	0700	Talent Production Expenses DDLM	9,600
10	4380	0700	Dia De Los Muertos Production Expenses	26,000
10	4380	0700	Website Maintenance and Internet Regulatory Surcharge	4,600
10	4380	0700	Venuetech Insurance reimbursement	12,500
10	4380	0700	IT Services Share	12,496
10	4380	0700	LA County Food Retail License	766
10	4380	0700	Labor Fees for Presenting Series, Rental Staff & DDLM (excludes Venuetech Management)	400,000
10	4380	0700	Choice Ticketing	2,500
<b>TOTAL DETAIL</b>				<b>\$1,026,530</b>

Organizational Chart



Division Summary of Full Time Positions

None.

### Division Description

The Parks and Recreation Department oversees the Downey Cemetery District, which was established in 1928 and is now the final resting place over 9,000 souls, including veterans from the Civil War through the Gulf War. The Downey Cemetery District Board of Trustees are appointed by the Los Angeles County Board of Supervisors.

### Division Performance Measures

City Council Priority	Division Goal	Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Quality of Life, Infrastructure & Parks	Number of Burials	6	9	8	7
	Number of Niches Sold	20	2	5	9
	Number of Board Members Appointed	0	0	2	0

### Budget Narrative

The Cemetery budget request is for administrative support costs related to the City's ongoing operations of the cemetery district.

### Division Budget Summary

Not applicable

### Contractual & Professional Detail

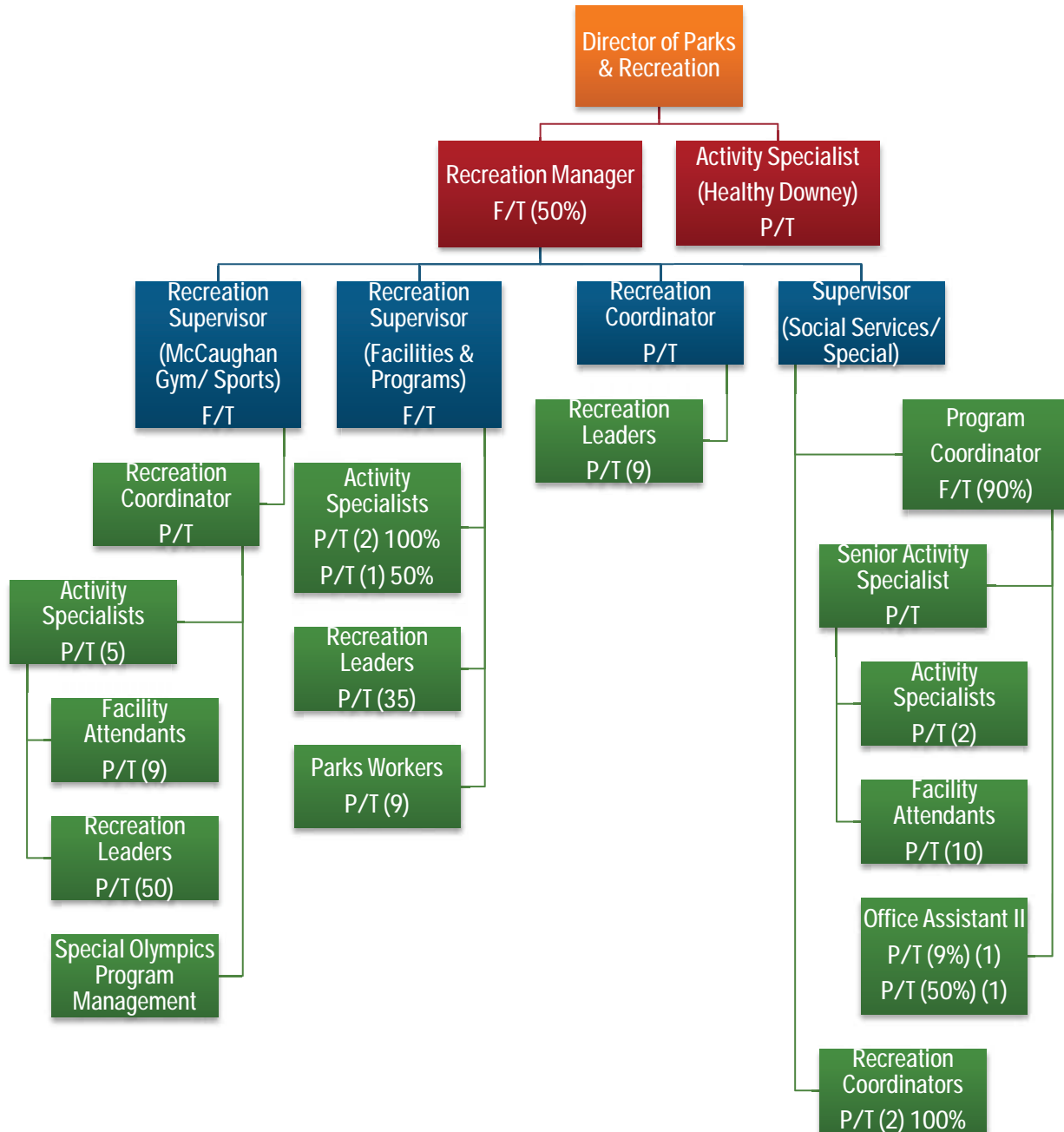
None.



# PARKS & RECREATION

## Facilities and Events

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
Program Coordinator	0	1	1	1
Recreation Coordinator	1	0	0	0
Recreation Manager	1	1	1	1
Recreation Supervisor	3	3	3	3
<b>Total Full Time Positions</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

### Division Description

The Parks and Recreation Facilities and Events Division are responsible for Downtown Civic Events, such as the International Food and Music Festival, activity coordination for recreation facilities including parks/multi-purpose rooms, picnic shelters, including McCaughan Gymnasium and Barbara J. Riley Community and Senior Center. This division also provides for oversight of the park drop-in programs, Special Olympics league programming, and community wide events including Open Streets Ride & Stride (pending grant approval), Bunny Brunch, Golden Park Movie & Music, Summer Concerts, Rooftop concerts, Halloween, Café Quill, senior programming and BJR Community and Senior Center events. The planned events have increased due to the addition of the Ride and Stride event, pending grant approval. The amount of money budgeted has increased due to part time wage increase, annual part time merit increase, and the addition of Special Olympic programming.

### Division Performance Measures

City Council Priority		Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Quality of Life, Infrastructure & Parks	Barbara J. Riley Senior Center attendance	179,775	165,000	175,000	180,000
	Barbara J. Riley Senior Center Rentals	625	500	450	500
	Summer Park Program Attendance	5,284	4,700	4,200	4,300
	General Park Attendance	2,006,615	1,800,000	1,900,000	1,950,000
	Number community events hosted	23	16	17	17

# PARKS & RECREATION

## Facilities and Events

### Budget Narrative

Funding requests include an increase in personnel for Facilities and Events due to State mandated minimum wage increase for part time employees and required enhancement of Information Technology (IT) contracted services. These increases are in support of the Council’s Quality of Life, Infrastructure & Parks priority. There are nearly three hundred part time staff that support the Council’s Quality of Life goal, and retaining excellent staff members has been a challenge in today’s job market, so personnel costs have also increased with the reintroduction of merit increases for part time staff.

### Division Budget Summary

Facilities & Events	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$1,502,827	\$1,562,790	\$1,710,859	\$1,559,703	\$1,908,854
Operations, Materials & Supplies	364,489	314,119	368,216	228,482	350,546
Indirect Costs	3,440	3,229	0	2,025	25,875
Contract Services	276,436	272,761	273,272	700,568	239,272
<b>Facilities &amp; Events Total</b>	<b>\$2,147,191</b>	<b>\$2,152,899</b>	<b>\$2,352,347</b>	<b>\$2,490,778</b>	<b>\$2,524,547</b>

# PARKS & RECREATION

## Facilities and Events

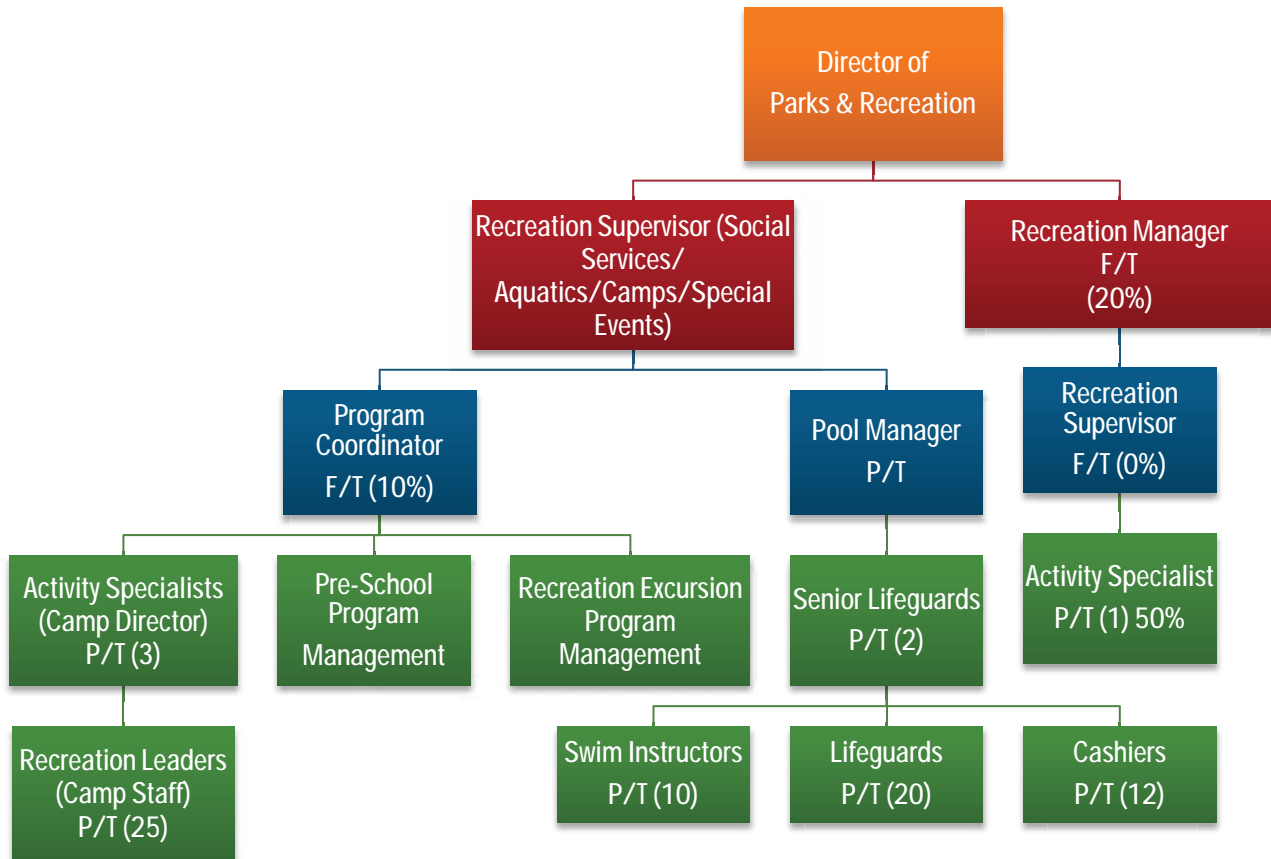
### Contractual & Professional Detail

Account			Description	Amount
10	4306	0670	Professional Memberships	100
10	4310	0670	Professional Memberships	650
10	4310	0700	Park Dedication Services	1,000
10	4310	0700	Park Security Services	20,000
10	4310	0700	Field Maintenance	20,000
10	4310	0700	DUSD Janitorial Fee for MLS Softball and Columbus H.S.	15,000
10	4310	0700	Motion Picture License	330
10	4310	0700	Skate Park Competition DJ Services	300
10	4321	0670	Professional Memberships	600
10	4321	0700	Pumpkin Patch	10,477
10	4321	0700	Nutrition Program - Human Services Association	13,000
10	4321	0700	Café Quill	9,750
10	4321	0700	Summer Concert Series	28,500
10	4321	0700	Senior Center Special Events	3,650
10	4321	0700	August Music & Movie Event	6,200
10	4321	0700	Motion Picture and BMI Licensing	900
10	4321	0700	Senior Center Fitness Equipment Maintenance Agreement	5,500
10	4321	0700	Security Services for Facility Rentals	2,500
10	4321	0700	Open Street- Ride and Stride	3,800
10	4321	0700	Facility Audio Visual Screen Maintenance	1,200
10	4321	0700	IT Services Share	6,873
10	4321	0700	Marketing	600
10	4322	0700	International Food Festival	55,000
10	4322	0700	Rooftop Events	25,000
10	4322	0700	Motion Picture License	500
10	4322	0700	Special Event Security	3,500
10	4322	0700	Downtown Decorations Electrician Services	1,000
10	4340	0670	Professional Memberships	500
10	4340	0700	Gymnasium Program Special Events, Promotional Photography, & portion of Motion Picture License	2,175
10	4340	0700	IT Services Share	667
<b>Total Detail</b>				<b>\$239,272</b>

# PARKS & RECREATION

## Fee-Supported Recreation Programs

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2012-13	Actual FY 2014-15	Actual FY 2015-16	Proposed FY 2016-17
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No Full Time Staffing assigned to Fee-Supported Recreation Programs Funds.

# PARKS & RECREATION

## Fee-Supported Recreation Programs

### Division Description

The Parks and Recreation's Fee Supported Programs include contract classes, excursions, preschool classes, Wilderness Park parking lot, staff for park facility rentals, tennis courts, summer camps, aquatics and sports. Fee Supported programs fund the design and printing of the Parks and Recreation Community News Guide. This fund also provides for financial aids and CDBG funds for community based organizations that provide social service programs.

### Division Performance Measures

City Council Priority	Division Goal	Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Quality of Life, Infrastructure & Parks	Picnic shelter reservations	121	130	245	250
	Park multi-purpose room reservations	166	160	130	150
	Wilderness Park weekend car counts	11,982	14,500	16,154	16,200
	Number contract class participants	8,672	8,700	6,081	7,000
	Number of contract classes offered	198	200	1,200	1,200
	Number Sports league participants	968	1,000	1,400	1,400
	Number camp participants	795	650	672	670
	Number of dog park patrons	11,260	7,500	9,845	9,900
	Number of dog park dogs	11,800	7,500	9,055	9,100
	Number of Wee Three and Tot Time preschool participants	230	230	305	300
	Number of senior excursions	23	31	21	24
	Number of excursion participants	880	1,500	811	900
	Total number of 1 <sup>st</sup> Monday participants	490	430	434	500
	Number of senior enrichment classes	132	130	42	42
	Number of senior participants in enrichment classes	8,536	8,500	8,600	8,600
	Number of recreation swim participants	6,000	4,700	6,238	6,300
	Number of swim lesson participants	817	943	969	1,000
	Number of junior lifeguard participants	49	20	29	35

## Fee-Supported Recreation Programs

### Budget Narrative

The division's budget is increasing due to the expanded demand for youth and adult sports and fitness programming. The personnel services cost has increased due to State mandated minimum wage increase for part time employees. Revenues generated from these additional classes/activity offerings offset the additional expansion to these contract classes.

### Division Budget Summary

Fee-Supported	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$413,300	\$276,794	\$280,398	\$163,205	\$312,357
Operations, Materials & Supplies	668,294	652,431	647,998	530,168	691,498
Indirect Costs	0	0	0	0	6,396
Contract Services	76,199	87,799	99,560	54,252	104,560
<b>Fee-Supported Total</b>	<b>\$1,157,793</b>	<b>\$1,017,024</b>	<b>\$1,027,956</b>	<b>\$747,624</b>	<b>\$1,114,811</b>

### Contractual & Professional Detail

Account	Description	Amount
10 4316 0700	Pre-School Contract Instructors	23,760
10 4317 0700	Specialty Camp/ Wilderness Camp - Bubble Mania / Reptile	9,000
10 4317 0700	Discover Downey Camp Field Trip	1,000
10 4320 0670	CPRS Dues for Full-Time Coordinator	300
10 4320 0700	Miscellaneous and Special Event Services	500
10 4330 0700	DUSD Maintenance Payments for use of swimming pool	70,000
<b>Total Detail</b>		<b>\$104,560</b>

# PARKS & RECREATION

## Golf Course Operations

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2012-13	Actual FY 2014-15	Actual FY 2015-16	Proposed FY 2016-17
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No Full Time Staffing assigned to Golf Course Operation Funds

### Division Description

The Golf Course Operations provide administrative oversight to the golf professional, food and beverage operator and course maintenance contractor to assure the highest level of service and course playing conditions, which will result in generating sufficient revenues to offset all operation costs, bonded indebtedness and retain additional revenues for capital reserves.

### Division Performance Measures

City Council Priority	Division Goal	Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Quality of Life, Infrastructure & Parks	Total Rounds	52,828	58,000	62,300	63,500
	Tournaments	185	170	151	154
	Tournament Participants	2,908	3,000	2,950	3,080



# PARKS & RECREATION

## Golf Course Operations

### Budget Narrative

Budget requests are comparable to the Fiscal Year 2017-18 requests with slight increase in Operations, Materials, and Supplies including the annual replacement of approximately 30% of the golf cart fleet, to ensure the continued operation of this revenue-generating program. To further the Council's quality of life priority, staff will continue to work with golf pro and food and beverage operator to continue to increase rounds of golf and use of Rio Hondo Golf Course banquet facilities.

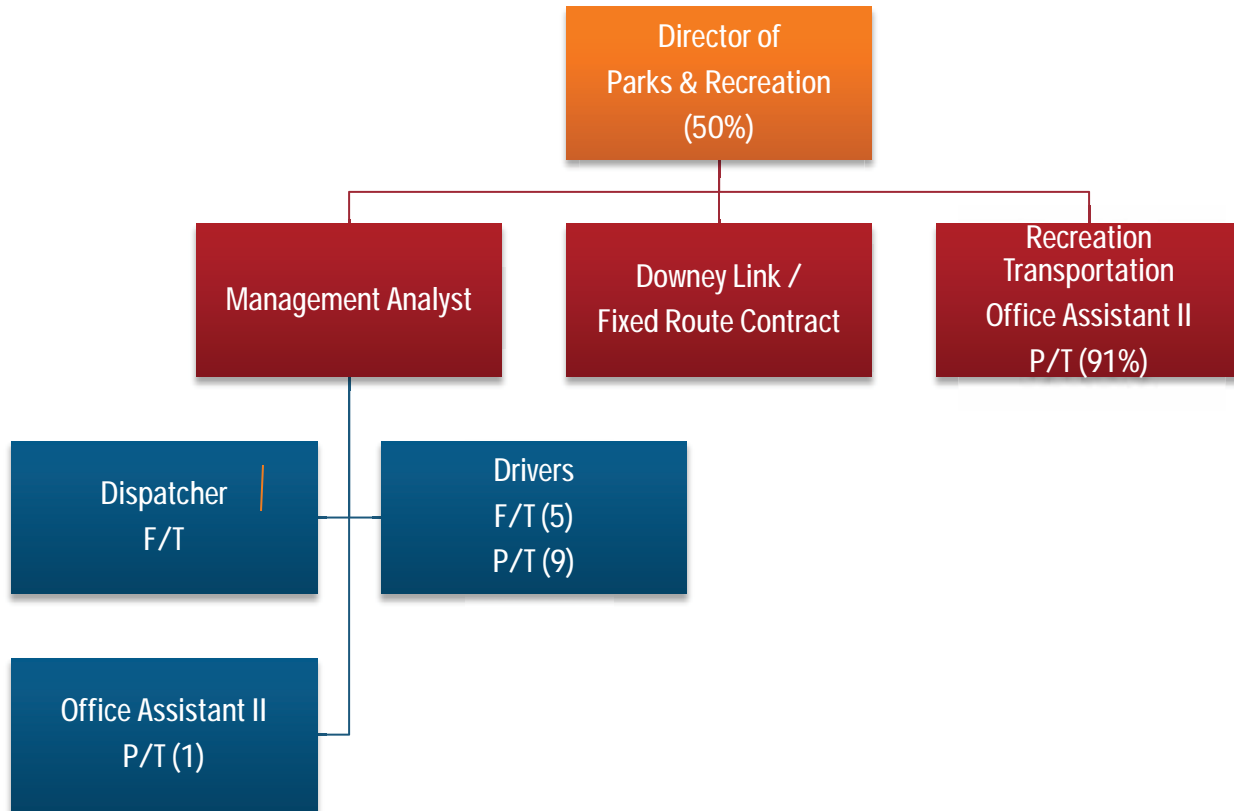
### Division Budget Summary

Golf Course Operations	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	-\$152,762	\$44,035	\$17,077	\$17,671	\$17,246
Operations, Materials & Supplies	1,682,487	1,633,379	1,739,787	932,738	1,762,192
Indirect Costs	22,000	22,000	22,000	22,000	22,000
Contract Services	1,099,924	1,083,054	1,162,527	1,056,549	1,187,399
Capital Outlay	7,877	0	0	141,054	0
<b>Golf Course Operations Total</b>	<b>\$2,659,526</b>	<b>\$2,782,467</b>	<b>\$2,941,391</b>	<b>\$2,170,012</b>	<b>\$2,988,837</b>

### Contractual & Professional Detail

Account	Description	Amount
52 4410 0700	Golf Course Consultant	10,000
52 4410 0700	DI water for cart batteries monthly service (Aqua Con Co.)	336
52 4410 0700	Fire Alarm monitoring services (Bill's Sound)	600
52 4410 0700	Miscellaneous other contract services	15,000
52 4410 0700	Security Services	15,000
52 4410 0700	Good Neighbor Policy	5,000
52 4420 0700	Admiral Pest Control	1,200
52 4420 0700	Satsuma Landscape Maintenance	1,025,793
52 4420 0700	United Pacific Tree Trimming	40,000
52 4420 0700	Golf Cart Maintenance monthly services	30,920
52 4420 0700	Event Center Parking Lot Street Sweeping (Clean Street)	5,000
52 4420 0700	Event Center Elevator Maintenance	7,000
52 4420 0700	Pump Station Maintenance	3,660
52 4420 0700	Course Lake Maintenance	17,000
52 4410 0670	USGA Membership, Turf Advisory Services, Telephone Technical Support, Wifi Services, and POS System	10,890
<b>Total Detail</b>		<b>\$1,187,399</b>

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
Management Analyst	0	0	0	1
Transit Coordinator	1	1	1	0
Transit Driver	5	5	5	5
Transit Driver/Dispatcher	1	1	1	1
<b>Total Full Time Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

### Division Description

The Parks and Recreation Transit Division includes Proposition A funded fixed-route (Downey LINK) system, the Dial-A-Ride transportation service for disabled persons and those over 65 years, and MTA Proposition A funded recreation transportation services provides for youth, adults and seniors to participate in same-day trips to various educational and entertainment venues.

### Division Performance Measures

City Council Priority	Division Goal	Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Quality of Life, Infrastructure & Parks	Number of fixed route transit boardings	195,521	165,000	175,000	176,000
	Number of Dial-A-Ride boardings	32,017	32,000	32,000	34,000
	Number of community excursions	92	70	70	70

### Budget Narrative

This year's budget proposes a decrease in funding due to the reduction of fixed route services which will offset the costs to expanded Dial-A-Ride transportation services. It is expected that Proposition A funds will cover the majority of transportation expenses, maintaining the Council's Fiscal Responsibility priority.

### Division Budget Summary

Transit	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$809,742	\$820,025	\$869,956	\$628,534	\$897,379
Operations, Materials & Supplies	205,517	218,601	197,342	162,443	199,942
Indirect Costs	171,500	174,471	143,190	143,190	143,190
Contract Services	1,638,508	1,674,687	1,487,184	1,180,809	1,603,690
Capital Improvement	75,000	414,381	0	0	0
<b>Transit Total</b>	<b>\$2,900,267</b>	<b>\$3,302,165</b>	<b>\$2,697,672</b>	<b>\$2,114,976</b>	<b>\$2,844,201</b>

### Contractual & Professional Detail

Account			Description	Amount
55	6220	0670	Annual Trapeze Dispatching Software & MDT Transmitting Fee	22,735
55	6220	0670	On-Board SEON Security Camera Service Fee	1,000
55	6220	0670	Verizon Wireless MDC Monthly Service Fee	4,319
55	6220	0670	Trapeze Server Maintenance	550
55	6220	0670	FCC Radio Transmitting Fee	415
55	6220	0700	Transit Planning Services	10,000
55	6220	0700	MV Contracted DAR staffing	16,500
55	6230	0700	Charter Buses for Excursions	105,800
55	6280	0670	MV Contracted Fixed Route	1,434,006
55	6280	0700	IT Services Share	4,165
55	6280	0700	Transit Planning Services	4,200
<b>Total Detail</b>				<b>\$1,603,690</b>

Administration  
Detectives  
Grants  
Patrol Operations



**POLICE**



Department Overview

Organizational Chart



Department Description

The Mission of the Downey Police Department is to preserve the peace, and protect and serve all who live or work in, as well as those who travel through our City, and in so doing to make a meaningful contribution to the quality of life in our community. Excellence, Respect, Integrity, Pride and Cooperation serve as our “value anchors” as we strive each day to carry out our Mission.

The Police Department is celebrating its 62<sup>nd</sup> year of service to the Downey Community. During the past fiscal year the department hired and trained 14 Police Officers/Recruits, 2 full-time Parking Enforcement Officers, a Record’s Supervisor, a Communications Operator (Dispatcher), a Neighborhood Watch Coordinator, a Network Engineer, and 2 part-time Police Aides. Besides continuing to recruit and hire new personnel, an area of emphasis over the past year for the department has been the growth of our social media footprint on the internet. To further those efforts, this year we formed a “Social Media Team” responsible for producing public safety videos and interacting with the community through various forms of social media including Facebook, Instagram, Twitter, and Nextdoor. By including these community outreach efforts with those already established through such programs as the School Resource and Neighborhood Watch Programs, the department has continued to foster positive relationships through communication and transparency.

## Department Summary of Full Time Positions

Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>Administration</b>	<b>20</b>	<b>20</b>	<b>22</b>	<b>22</b>
Chief of Police	1	1	1	1
Executive Secretary	2	2	2	2
Neighborhood Watch Coordinator	1	1	1	1
Police Lieutenant	1	1	1	1
Police Officer *	1	0	1	0
Police Records Specialist I	6	6	6	6
Police Records Specialist II	3	3	3	3
Police Sergeant	2	3	3	3
System/Network Engineer	1	1	2	2
Police Corporal *	2	2	1	2
Police Records Supervisor	0	0	1	1
<b>Detectives</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>33</b>
Community Service Officer	1	1	1	1
Forensic Specialist	3	3	3	3
Forensic Supervisor	1	1	1	1
Police Captain	1	1	1	1
Police Lieutenant	1	1	1	1
Police Officer *	4	4	4	3
Police Sergeant	5	5	5	5
Property/Evidence Technician	1	1	1	1
Secretary	1	1	1	1
Police Corporal *	17	17	17	16
<b>Field Operations</b>	<b>95</b>	<b>95</b>	<b>108</b>	<b>108</b>
Communications Supervisor	1	1	1	0
Community Service Officer	4	4	4	2
Motor Officer	6	6	6	6
Parking Enforcement Officer	3	3	5	5
Police Captain	1	1	1	1
Police Lieutenant	4	4	4	4
Police Officer *	37	38	47	50
Police Recruit	1	0	0	0
Police Sergeant	9	8	8	8
Safety/Dispatch (Communications Operator)	10	10	11	11
Secretary	1	1	1	1
Police Corporal *	18	19	20	19
Police Dispatch Supervisor **	0	0	0	1

\* Police Officers reassigned within department

\*\* Clarification on title from Communications Supervisor approved by City Council on 05/18/2018

<b>Police</b>	<b>150</b>	<b>150</b>	<b>165</b>	<b>163</b>
Sworn	110	111	121	121
Non-Sworn	40	39	44	42

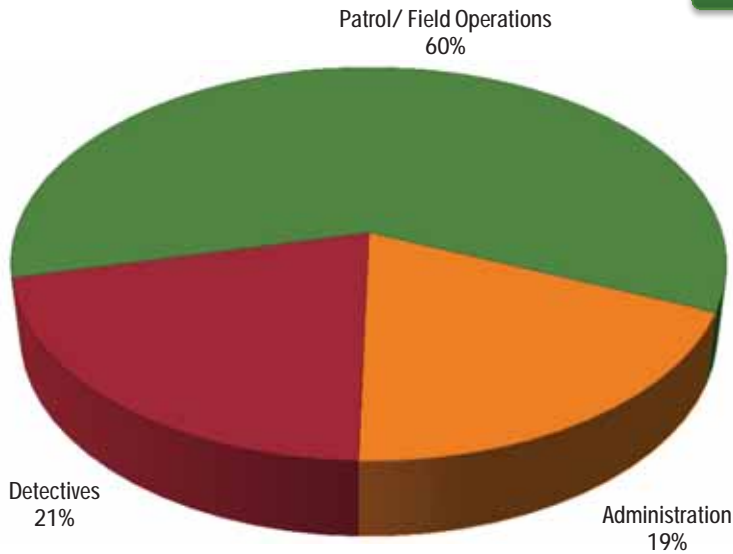




# POLICE Department Summary

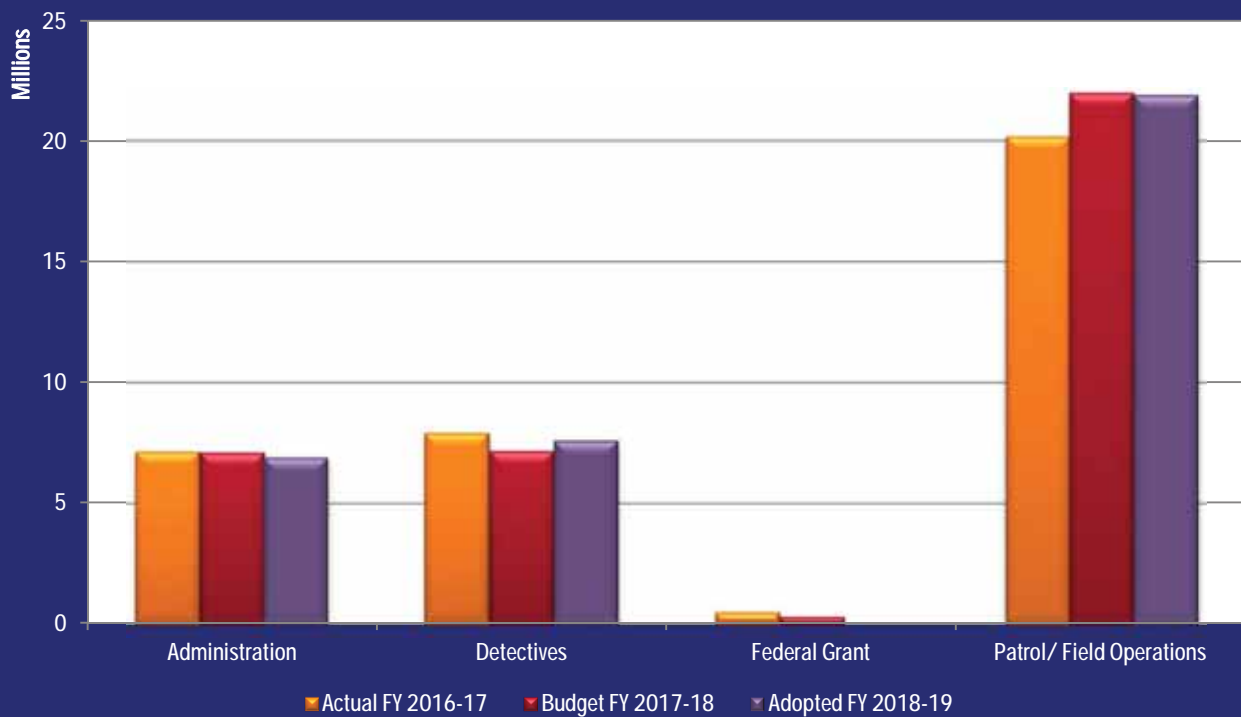
## Total Budget Expenditures by Division

Administration	\$ 7.0 M
Detectives	\$ 7.6 M
Patrol/ Field Operations	\$21.9 M



**\$36.5  
Million**

## 3 Year Trend - Total Budget Expenditures



## Fiscal Year 2017-2018 Recent Accomplishments & Performance Indicators

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Hired 22 new full and part-time employees within the department, including 14 new police officers		X		X	X
Expanded the Department's internet presence with the creation of a "Social Media Team", responsible for interacting with the public via social media, while also producing public advisory videos.		X		X	X
Hosted monthly Safe Schools meetings with DUSD administrators and participated in the School Resource Officer Program and Gangs Out of Downey (G.O.O.D.) meetings in collaboration to provide a safer environment for the city's students and educators				X	X
Expanded Neighborhood Watch groups from 196 at the end of the 2015-2016 budget year to 214 this year				X	X
The department scored outstanding during various governmental audits regarding the proper recording and tracking of criminal cases, along with the use of confidential databases.		X		X	
Secured a Traffic Safety and DUI Enforcement Grant in the amount of \$304,000 for traffic enforcement and equipment in an effort to reduce injury and fatality related traffic collisions	X			X	
Secured an inter-agency ABC Grant with two neighboring cities in the amount of \$71,500 to be used for the enforcement and education of the laws regarding the sales of alcohol	X			X	
Secured "JAG" grant funding for Crime Impact and Neighborhood Preservation programs	X		X	X	
The department's "Homeless Outreach Team" and various outreach organizations conducted several operations throughout the year in an effort to provide resources and alternatives to living on the streets for the city's homeless population.	X			X	
Completed the installation of 25 "Automated License Plate Readers" at 10 different locations throughout the city.				X	
The department held its 18th Citizen's Academy, a 10-week program designed to allow residents the opportunity to learn about the operations of the police department.				X	X

**Fiscal Year 2018-2019  
Goals & Objectives**

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Expand the Neighborhood Watch Program by adding additional groups				X	X
Continue to use social media as a means of public engagement				X	X
Seek grant opportunities to fund essential programs	X			X	
Have a fully trained complement of 121 sworn officers				X	
Continue to address quality of life issues				X	
Facilitate the department's 19 <sup>th</sup> Citizens Academy					X
Maintain public safety through proactive approaches to crime suppression and increased public awareness		X		X	X
Provide the highest level of on-going training for all police personnel		X		X	
Establish a permanent "foot beat" deployment in the downtown area on Thursday, Friday, and Saturday nights				X	X
Promote school safety through continued and on-going collaborative efforts with our school district		X		X	X
Maintain Police Officer recruitment efforts to ensure maximum staffing levels		X		X	X
Continue efforts to ensure park safety through coordination of police services; such as regular police patrols, Crime Impact operations, Park Ranger Program, and Neighborhood Preservation Program		X		X	
Replace police radio infrastructure with a new interoperable communications system		X			
Expand the department's Volunteer and Chaplain program				X	X
Implement a new Record's Management and Computer Automated Dispatch System, including "online reporting" to provide better service to the residents of Downey		X			X
Collaborate with various outreach programs to further assist the city with homeless assistance efforts				X	X



# POLICE

## Department Summary

By Type	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	28,149,983	30,462,593	30,084,705	28,222,359	31,467,907
Operations, Materials & Supplies	1,360,090	1,489,883	1,520,300	1,592,059	1,548,056
Indirect Costs	2,047,902	2,254,410	2,319,112	2,480,322	2,293,954
Contract Services	826,321	856,985	1,169,885	699,608	1,089,095
Capital Outlay	494,093	692,395	91,245	116,200	-
Capital Improvement	-	-	1,400,000	682,925	60,000
<b>Grand Total</b>	<b>\$ 32,878,390</b>	<b>\$ 35,756,267</b>	<b>\$ 36,585,247</b>	<b>\$ 33,793,473</b>	<b>\$ 36,459,012</b>

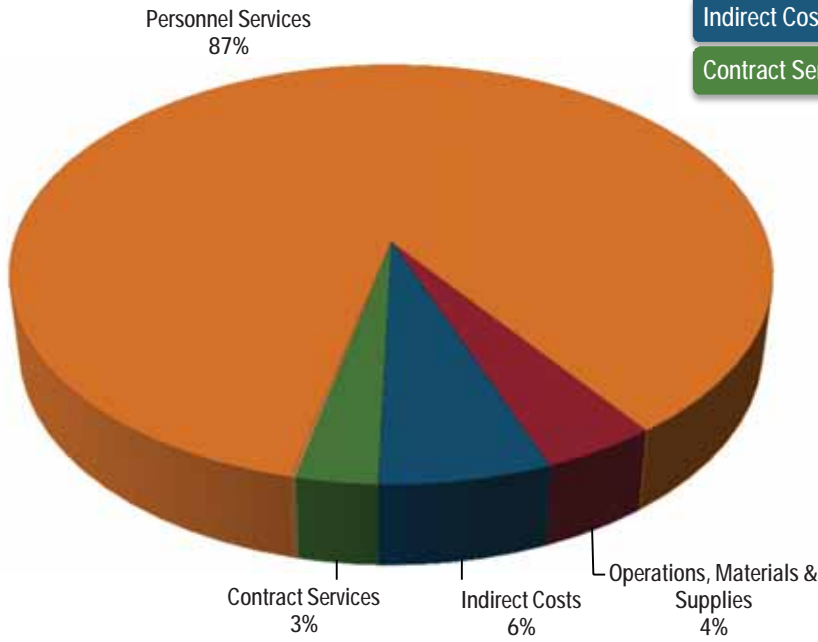
By Division	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Administration	6,584,654	7,139,071	7,110,416	6,574,661	6,932,746
Detectives	7,284,359	7,920,618	7,170,972	7,425,352	7,629,163
Federal Grant	214,528	504,523	300,000	2,142	-
Patrol/ Field Operations	18,794,849	20,192,055	22,003,859	19,791,318	21,897,103
<b>Grand Total</b>	<b>\$ 32,878,390</b>	<b>\$ 35,756,267</b>	<b>\$ 36,585,247</b>	<b>\$ 33,793,473</b>	<b>\$ 36,459,012</b>

By Fund	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
10 - General Fund	30,454,090	33,368,160	33,098,861	31,862,166	35,615,119
11 - Federal Police Grant	27,028	292,107	330,000	209,175	-
35 - Measure S Sales Tax	-	-	1,200,000	682,795	-
40 - Capital Project	-	-	200,000	130	60,000
62 - Equipment	651,445	597,110	515,000	611,359	530,000
78 - Asset Forfeiture	1,745,827	1,498,890	1,241,386	427,849	253,893
<b>Grand Total</b>	<b>\$ 32,878,390</b>	<b>\$ 35,756,267</b>	<b>\$ 36,585,247</b>	<b>\$ 33,793,473</b>	<b>\$ 36,459,012</b>

# POLICE Department Summary

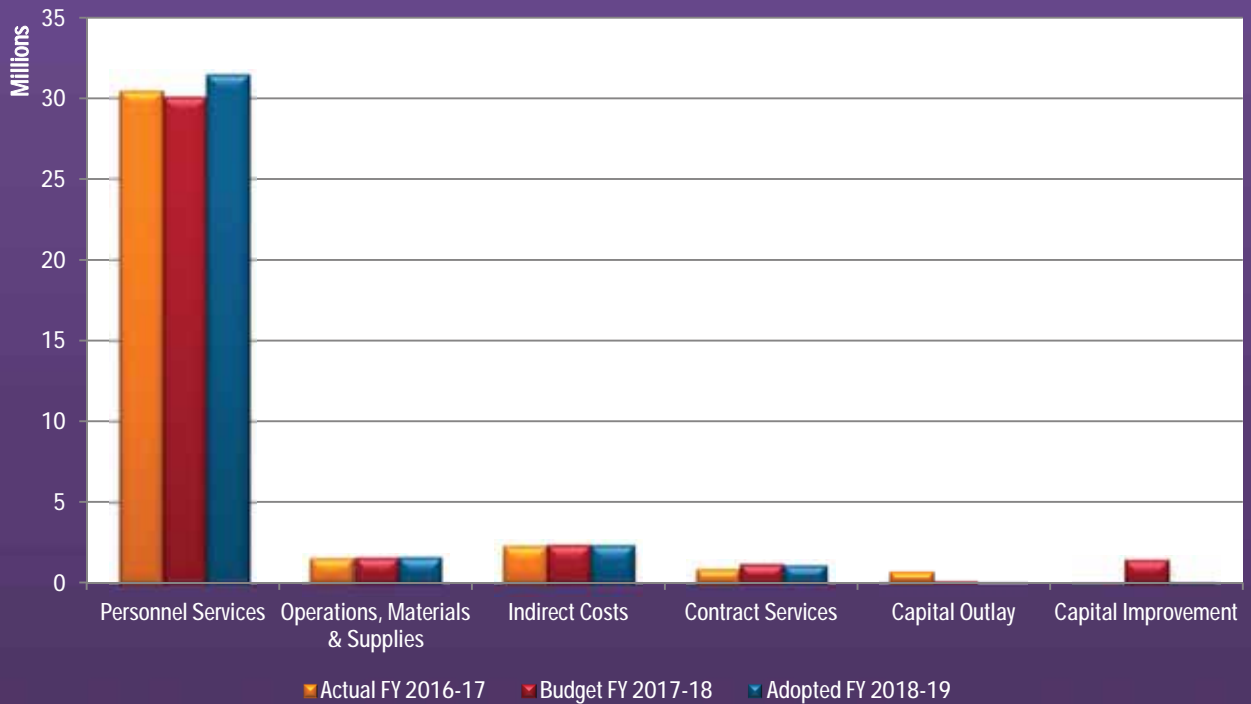
## Total Budget Expenditures by Type

Personnel Services	\$31.4 M
Operations, Materials & Supplies	\$ 1.5 M
Indirect Costs	\$ 2.3 M
Contract Services	\$ 1.1 M



**\$36.5  
Million**

## 3 Year Trend - Total Budget Expenditures



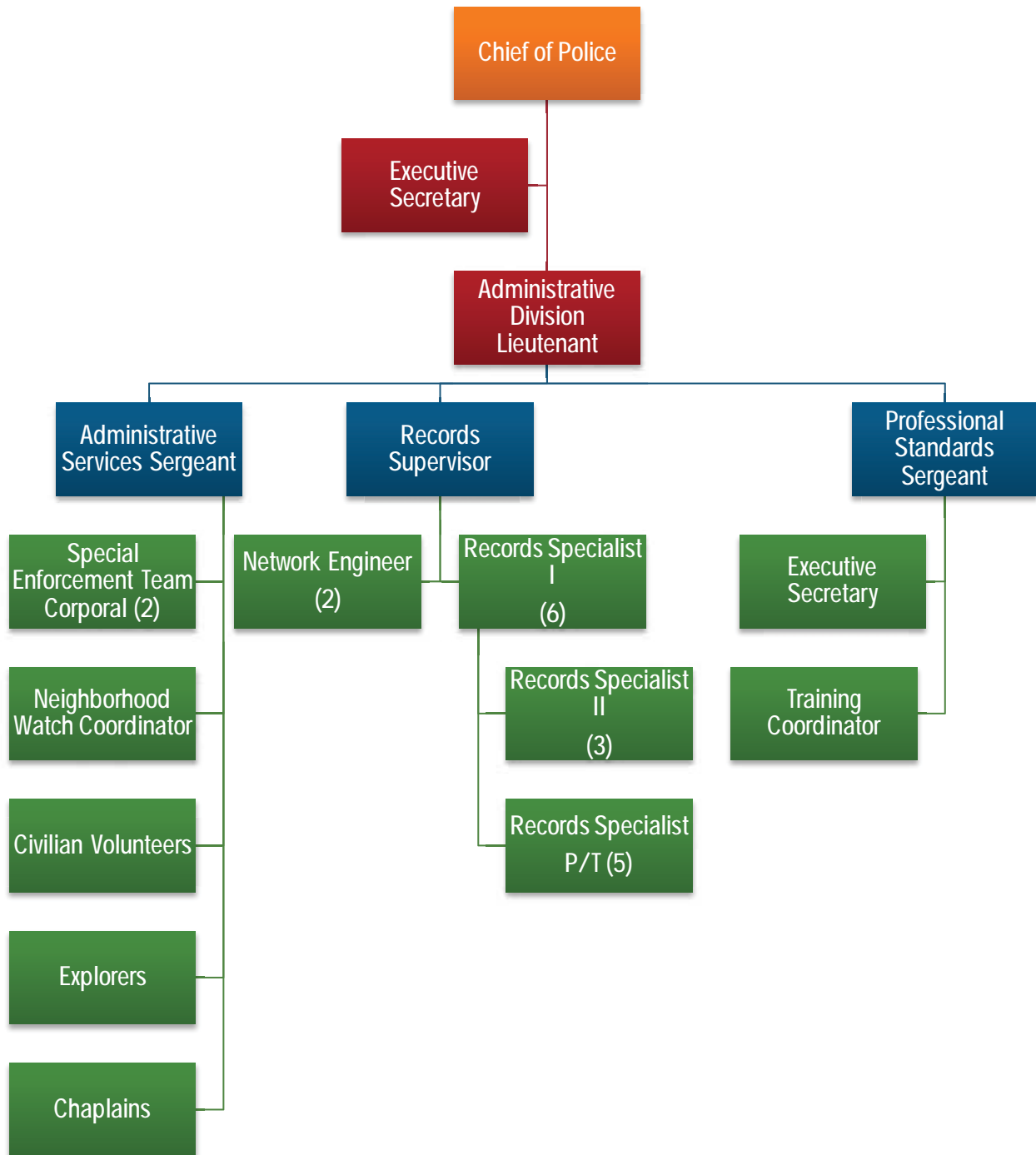


# POLICE

## Division Summary

	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
<b>Administration</b>					
Personnel Services	\$3,200,854	\$3,426,211	\$3,536,479	\$3,332,221	\$3,590,456
Operations, Materials & Supplies	\$1,122,352	\$1,124,194	\$1,238,492	\$1,250,041	\$1,268,492
Indirect Costs	\$1,422,040	\$1,631,074	\$1,598,135	\$1,612,068	\$1,592,923
Contract Services	\$370,869	\$312,001	\$527,565	\$279,286	\$420,875
Capital Outlay	\$468,539	\$645,590	\$9,745	\$100,915	\$0
Capital Improvement	\$0	\$0	\$200,000	\$130	\$60,000
<b>Administration Total</b>	<b>\$6,584,654</b>	<b>\$7,139,071</b>	<b>\$7,110,416</b>	<b>\$6,574,661</b>	<b>\$6,932,746</b>
<b>Detectives</b>					
Personnel Services	\$7,041,417	\$7,663,297	\$6,930,948	\$7,195,778	\$7,391,043
Operations, Materials & Supplies	\$56,088	\$76,268	\$74,232	\$49,084	\$77,232
Indirect Costs	\$174,051	\$170,900	\$155,572	\$173,059	\$151,268
Contract Services	\$12,803	\$10,153	\$10,220	\$7,432	\$9,620
<b>Detectives Total</b>	<b>\$7,284,359</b>	<b>\$7,920,618</b>	<b>\$7,170,972</b>	<b>\$7,425,352</b>	<b>\$7,629,163</b>
<b>Federal Grant</b>					
Personnel Services	\$214,528	\$489,572	\$300,000	\$2,142	\$0
Capital Outlay	\$0	\$14,951	\$0	\$0	\$0
<b>Federal Grant Total</b>	<b>\$214,528</b>	<b>\$504,523</b>	<b>\$300,000</b>	<b>\$2,142</b>	<b>\$0</b>
<b>Patrol/ Field Operations</b>					
Personnel Services	\$17,693,184	\$18,883,513	\$19,317,278	\$17,692,219	\$20,486,408
Operations, Materials & Supplies	\$181,650	\$289,421	\$207,576	\$292,934	\$202,332
Indirect Costs	\$451,812	\$452,436	\$565,405	\$695,195	\$549,763
Contract Services	\$442,649	\$534,831	\$632,100	\$412,890	\$658,600
Capital Outlay	\$25,554	\$31,854	\$81,500	\$15,285	\$0
Capital Improvement	\$0	\$0	\$1,200,000	\$682,795	\$0
<b>Patrol/ Field Operations Total</b>	<b>\$18,794,849</b>	<b>\$20,192,055</b>	<b>\$22,003,859</b>	<b>\$19,791,318</b>	<b>\$21,897,103</b>
<b>Grand Total</b>	<b>\$32,878,390</b>	<b>\$35,756,267</b>	<b>\$36,585,247</b>	<b>\$33,793,473</b>	<b>\$36,459,012</b>

**Organizational Chart**



**Division Summary of Full Time Positions**

Positions	Actual FY 2014-15	Actual FY 2015-16	Actual FY 2016-17	Adopted FY 2018-19
Chief of Police	1	1	1	1
Executive Secretary	2	2	2	2
Neighborhood Watch Coordinator	1	1	1	1
Police Lieutenant	1	1	1	1
Police Officer *	1	0	1	0
Police Records Specialist I	6	6	6	6
Police Records Specialist II	3	3	3	3
Police Sergeant	2	3	3	3
System/Network Engineer	1	1	2	2
Police Corporal *	2	2	1	2
Police Records Supervisor	0	0	1	1
<b>Total Full Time Positions</b>	<b>21</b>	<b>20</b>	<b>22</b>	<b>22</b>

\*Police Officers re-assigned within department

**Division Description**

The Police Administration Division is responsible for the coordination of professional police services for the community; the application and administration of federal and state grants; oversight of recruiting, hiring and all training for the Department; community relations, records management and information systems development and maintenance; police permits and investigation of internal affairs matters. This division includes the Professional Standards Unit, Records Unit, Special Enforcement Team, Volunteer Program (including Chaplains and Explorers), Information Technology, Neighborhood Watch, Neighborhood Preservation, as well as Range Staff and Use of Force Staff.



## Division Performance Measures

City Council Priority		Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Efficiency & Adaptability	Number of Job applicants processed	3,613	5,608	5,600	5,600
	Number of hours of training provided	8,100	8,000	8,000	8,000
Fiscal Responsibility	Amount of grant funding awarded *	\$570,380	\$575,000	\$829,000	\$392,800
Public Engagement	Number of Neighborhood Watch meetings facilitated	62	70	70	70
	Attendance at National Neighborhood Night Out Event	350	500	700	800
Quality of Life, Safety, & Infrastructure	Number of ABC compliance sweeps completed	25	25	25	25
	Number of Background investigations conducted	92	110	150	180

\* These projections may vary significantly based upon varying award amounts

**Administration**

**Budget Narrative**

This year’s Administration Division budget reflects additional demands on the general fund due to decreased asset forfeiture funding. Equipment funds are requested for our information technology back-up systems. They are necessary to support and safeguard our computer network infrastructure; including hardware, software and data. These information systems are essential to police operations and support all of our public safety and outreach efforts.

On November 8, 2016, the residents of Downey passed “Measure S” titled: *The Transactions and Use Tax Measure*, which enabled the City Council to authorize the department to expand its total number of police officers from 111 to 121. While the substantial recruitment and initial hiring costs, including the police academy for new police officers, were included in the FY 2017-18 Administration budget, a substantial portion of these costs have been reallocated to the Detective and Patrol/Operations divisions now that many of the new sworn officers are on board, and thus there is a small net decrease to the Division’s overall budget this year.

**Division Budget Summary**

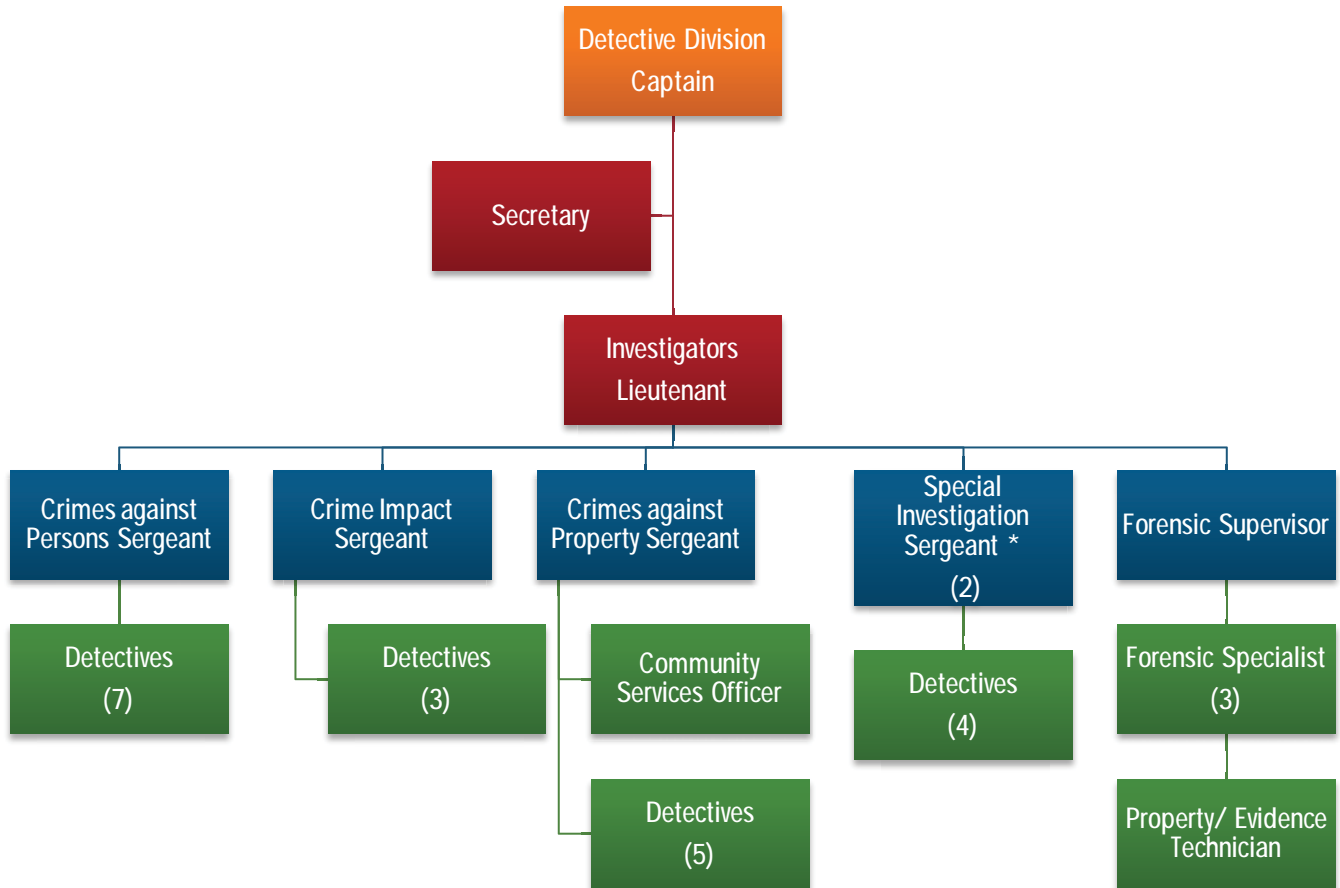
Administration	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$3,200,854	\$3,426,211	\$3,536,479	\$3,332,221	\$3,590,456
Operations, Materials & Supplies	1,122,352	1,124,194	1,238,492	1,250,041	1,268,492
Indirect Costs	1,422,040	1,631,074	1,598,135	1,612,068	1,592,923
Contract Services	370,869	312,001	527,565	279,286	420,875
Capital Outlay	468,539	645,590	9,745	100,915	0
Capital Improvement	0	0	200,000	130	60,000
<b>Administration Total</b>	<b>\$6,584,654</b>	<b>\$7,139,071</b>	<b>\$7,110,416</b>	<b>\$6,574,661</b>	<b>\$6,932,746</b>

Federal Grant	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$214,528	\$489,572	\$300,000	\$2,142	\$0
Capital Outlay	0	14,951	0	0	0
<b>Federal Grant Total</b>	<b>\$214,528</b>	<b>\$504,523</b>	<b>\$300,000</b>	<b>\$2,142</b>	<b>\$0</b>

**Contractual & Professional Detail**

Account			Description	Amount
10	2110	0670	Professional and Technical Services	4,000
10	2110	0700	LA County Prisoner Costs	22,000
10	2110	0700	Department of Justice Fees	5,000
10	2110	0700	Rio Hondo Shooting Range Fees	17,000
10	2110	0700	Health First Blood Draws	10,000
10	2110	0700	Uninterrupted Power Supply Maintenance	3,000
10	2110	0700	A/V Services	3,000
10	2110	0700	Shred-It Services	8,500
10	2110	0700	Net Motion Maintenance Fee	5,200
10	2110	0700	Computer Network/ Firewall Maintenance	8,500
10	2110	0700	Skills Office Supply - Toner	25,000
10	2110	0700	New World Contract	107,000
10	2110	0700	Computer Service/Maintenance Fees	50,000
10	2110	0700	Clear Path Support: Department WiFi	2,000
10	2110	0700	Network Consulting Services	33,000
10	2110	0700	Lexipol	3,510
10	2110	0700	Time Warner Cable	2,700
10	2110	0700	Amtek – Warranties for 5 servers	4,500
10	2110	0700	Edge Wave – Spam Filter	1,200
10	2110	0700	ESET – Anti-virus internet security	2,000
10	2110	0700	Neology “PIPS” – ALPR service contracts	25,000
10	2110	0700	Checkpoint Firewall License	7,740
10	2110	0700	Arubua AP Licensing	1,000
10	2110	0700	Windows Server License	10,000
10	2110	0700	Windows CAL License	2,500
10	2110	0700	Vital Medical (Narcan Program)	5,000
10	2110	0700	Spectrum: Palantir Technologies	6,000
10	2110	0700	Dell	17,325
10	2110	0700	IT Support from City Hall	29,200
<b>TOTAL DETAIL</b>				<b>\$420,875</b>

### Organizational Chart



\*One sergeant is assigned to a narcotics task force.

### Division Summary of Full Time Positions

Positions	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adopted FY 2018-19
Community Service Officer	1	1	1	1
Forensic Specialist	3	3	3	3
Forensic Supervisor	1	1	1	1
Police Captain	1	1	1	1
Police Lieutenant	1	1	1	1
Police Officer *	4	4	4	3
Police Sergeant	5	5	5	5
Property/Evidence Technician	1	1	1	1
Secretary	1	1	1	1
Police Corporal *	17	17	17	16
<b>Total Full Time Positions</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>33</b>

\* Police Officers reassigned within department

**Division Description**

The Police Detective Division is responsible for investigating criminal cases and presenting the case for filing to the District Attorney's Office. The District Attorney's Office then determines if charges will be filed. Special investigative details include the Gang Unit, which is responsible for investigating all gang related crimes, as well as tracking and monitoring prisoners released under the Public Safety Realignment Program (AB109). The Narcotics Unit identifies, investigates, and arrests those persons responsible for both street level narcotics sales as well as large-scale narcotic distribution organizations.

**Division Performance Measures**

City Council Priority		Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Efficiency & Adaptability	Crimes against persons and property training hours for all detective personnel	1698	1300	1700	1800
	Number Touch DNA suspect identification and usage of smart phone technology.	138	180	180	180
Public Engagement	Number child internet safety presentations	8	10	4	4
Quality of Life, Safety & Infrastructure	Number City-wide narcotics usage and possession arrests	443	713	500	500
	Number AB109 compliance checks with local and neighboring law enforcement agencies.	229	520	250	250

**Budget Narrative**

This year’s budget request proposes to continue services at a level of funding comparable to last year, with a small increase representing an increase in the overall number of sworn officers, some of whom are assigned to the Detectives division. During last year’s budget shortage, police department asset forfeiture funds were used to partially fund the department’s overtime budget. This year, due to the depletion of the asset forfeiture fund, we are requesting that general funds be utilized to fund and support necessary events and services in support of the Council’s Quality of Life, Parks & Infrastructure and Public Engagement priorities.

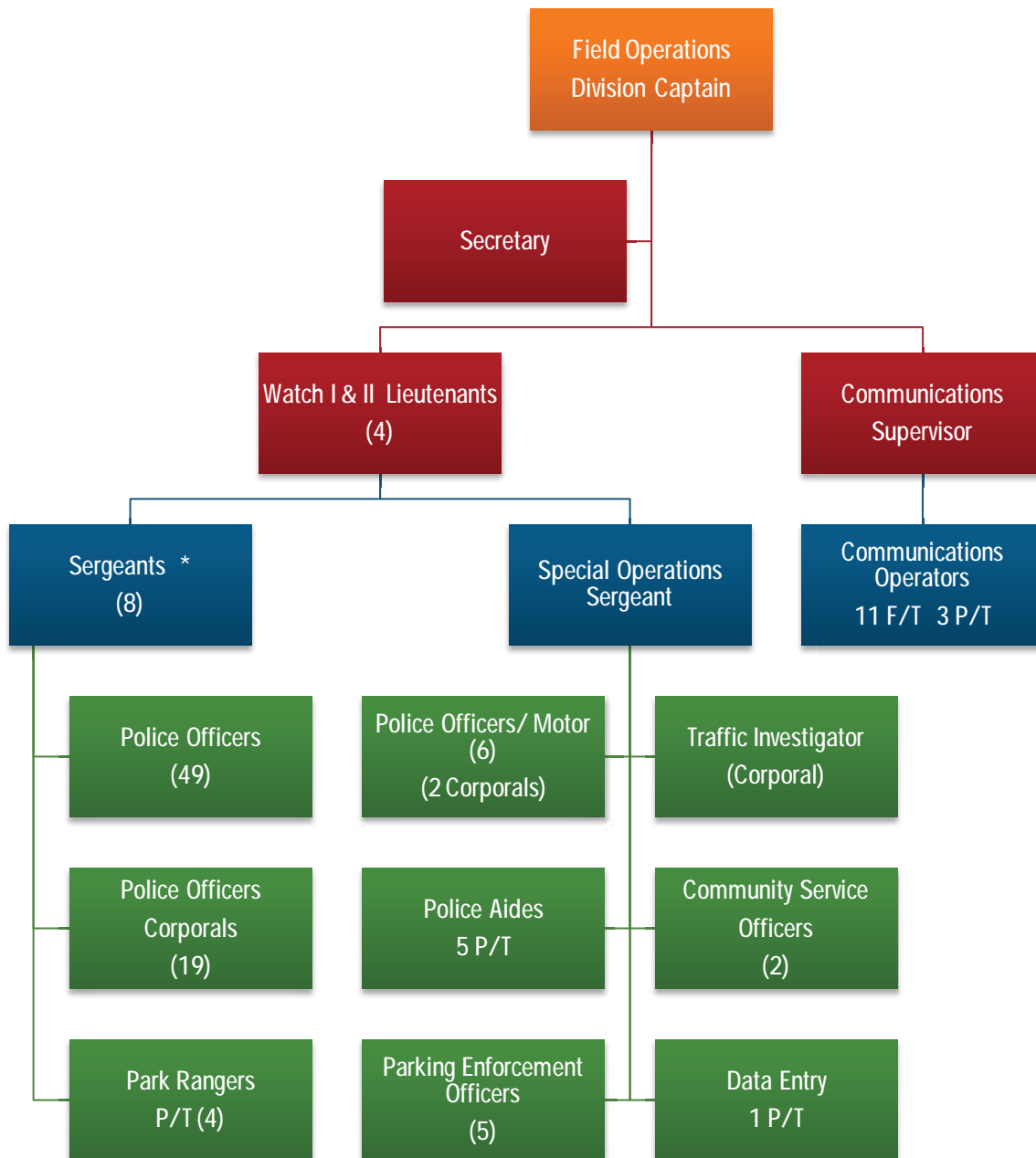
**Division Budget Summary**

Detectives	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$7,041,417	\$7,663,297	\$6,930,948	\$7,195,778	\$7,391,043
Operations, Materials & Supplies	56,088	76,268	74,232	49,084	77,232
Indirect Costs	174,051	170,900	155,572	173,059	151,268
Contract Services	12,803	10,153	10,220	7,432	9,620
<b>Detectives Total</b>	<b>\$7,284,359</b>	<b>\$7,920,618</b>	<b>\$7,170,972</b>	<b>\$7,425,352</b>	<b>\$7,629,163</b>

**Contractual & Professional Detail**

Account			Description	Amount
10	2130	0670	Professional and Technical Services Fees	1,500
10	2130	0700	Encase Software Contract	635
10	2130	0700	Cellebrite Software Contract	3,300
10	2130	0700	Miscellaneous\$9,620	450
10	2130	0700	We-Tip Renewal	2,000
10	2130	0700	GPS Tracker Contract	1,100
10	2130	0700	Magnet Forensics	635
<b>Total Detail</b>				<b>\$9,620</b>

### Organizational Chart



\* One of the Sergeant positions is funded through Asset Forfeiture funds through the Administrative Division

**Field Operations**
**Division Summary of Full Time Positions**

Positions	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adopted FY 2018-19
Communications Supervisor (Sr Communications Operator)	1	1	1	0
Community Service Officer	4	4	4	2
Motor Officer	6	6	6	6
Parking Enforcement Officer	3	3	5	5
Police Captain	1	1	1	1
Police Lieutenant	4	4	4	4
Police Officer *	37	38	47	50
Police Recruit	1	0	0	0
Police Sergeant	9	8	8	8
Safety/ Dispatch (Communications Operator)	10	10	11	11
Secretary	1	1	1	1
Police Corporal *	18	19	20	19
Police Dispatch Supervisor **	0	0	0	1
<b>Total Full Time Positions</b>	<b>95</b>	<b>95</b>	<b>108</b>	<b>108</b>

\* Police Officers reassigned within department

\*\* Clarification on title from Communications Supervisor approved by City Council on 05/18/2018

**Department Description**

The Field Operations Division provides 24-hour uniformed services for emergencies, traffic control, preliminary investigation, arrests, and calls for service from the community. The division is dedicated to being responsive to the citizens they serve and working together with the community to address crime and chronic quality of life issues. Field Operations consists of Uniformed Patrol and Special Operations, which includes Traffic, K-9, Communications, Community Service Officers, Data Entry and Police Aides. The division also oversees the Jail, Field Training Officers, Crime Impact Team, Defensive Driving Tactics, Special Response Team, Terrorism Liaison Officers, Honor Guard and Homeless Encampment Detail.



**Field Operations**
**Division Performance Measures**

City Council Priority	Division Goal	Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Efficiency & Adaptability	Number of stolen vehicles recovered as a result of Automated License Plate Reader Program	N/A	127	Increase	Increase
Quality of Life, Safety & Infrastructure	Number of reported FBI index crimes	3,496	4,000	Reduce	Reduce
	Number of sobriety checkpoints conducted	4	6	8	8
	Number of DUI arrests at checkpoints	5	6	12	8
	Number of citations issued at checkpoints for unlicensed/suspended driver licenses	52	130	150	140
	Number of vehicle thefts and burglaries at Rio Hondo Event Center / Golf Course	5	8	Reduce	Reduce
	Number of DUI traffic collisions	144	166	Reduce	Reduce

**Field Operations**

**Budget Narrative**

This year’s budget request proposes to continue services at an increased level of funding compared to last year due to an increase in external service contracts and internal charges such as equipment replacement funds, as well as the hiring of new officers under the voter-approved Measure S. During last year’s budget, police department asset forfeiture funds were used to supplement the department’s overtime budget. This year all overtime funds have been requested from the general fund to support necessary events and services. General funds are also being requested to fund the purchase of patrol vehicles and updated in-car audio and video recording systems, in support of Council’s Quality of Life, Volunteer, Infrastructure & Parks and Efficiency & Adaptability priorities.

**Division Budget Summary**

Patrol/ Field Operations	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$17,693,184	\$18,883,513	\$19,317,278	\$17,692,219	\$20,486,408
Operations, Materials & Supplies	181,650	289,421	207,576	292,934	202,332
Indirect Costs	451,812	452,436	565,405	695,195	549,763
Contract Services	442,649	534,831	632,100	412,890	658,600
Capital Outlay	25,554	31,854	81,500	15,285	0
Capital Improvement	0	0	1,200,000	682,795	0
<b>Patrol/ Field Operations Total</b>	<b>\$18,794,849</b>	<b>\$20,192,055</b>	<b>\$22,003,859</b>	<b>\$19,791,318</b>	<b>\$21,897,103</b>

**Contractual & Professional Detail**

Account			Description	Amount
10	2112	0700	Jail Services Contract*	330,000
10	2120	0670	Prof and Technical Service Fees	1,500
10	2120	0700	Motorola Service Contract	71,000
10	2120	0700	COBAN Service Contract	36,000
10	2120	0700	Digital Ally Body Camera Contract	24,000
10	2170	0700	All-City Management/Crossing Guards	196,100
<b>Total Detail</b>				<b>\$658,600</b>

\*This amount is partially funded using SLESF grant funds, which vary in amount from year to year

Administration  
Engineering  
Maintenance  
Utilities

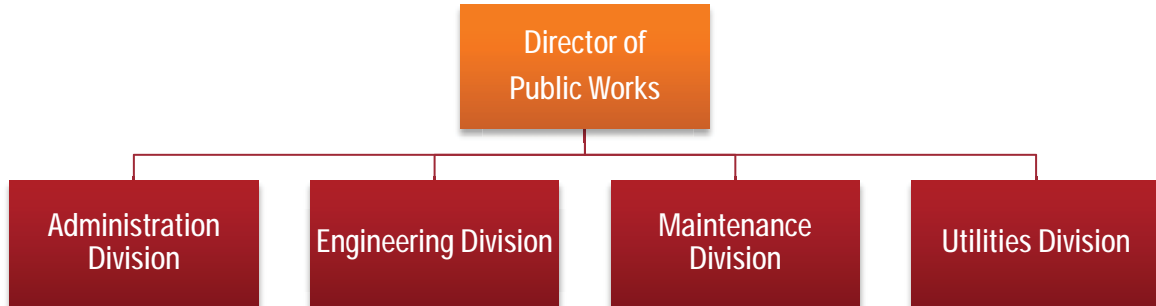


# PUBLIC WORKS



Department Overview

Organizational Chart



Department Description

The Public Works Department plans, manages and maintains the City's roadway, water, sewer, drainage, and sidewalk infrastructure; vehicle fleet, public facilities, rights-of-way, urban forest, parks and recreation facilities. Public Works consists of four major divisions: Administration, Engineering, Utilities, and Maintenance Services. Public Works provides essential services to Downey's population of over 111,772 extending over an area of 12.6 square miles. Overall responsibilities of the Department of Public Works include the operation and maintenance of the following: Potable and Recycled Water System, Sanitary Sewer System, Storm Drain System as well as 215 centerline miles of paved streets, 112 acres of parks, 271 vehicles, 11 miles of alleys, 15,540 trees, and 6,200 street lights.

## Department Summary of Full Time Positions

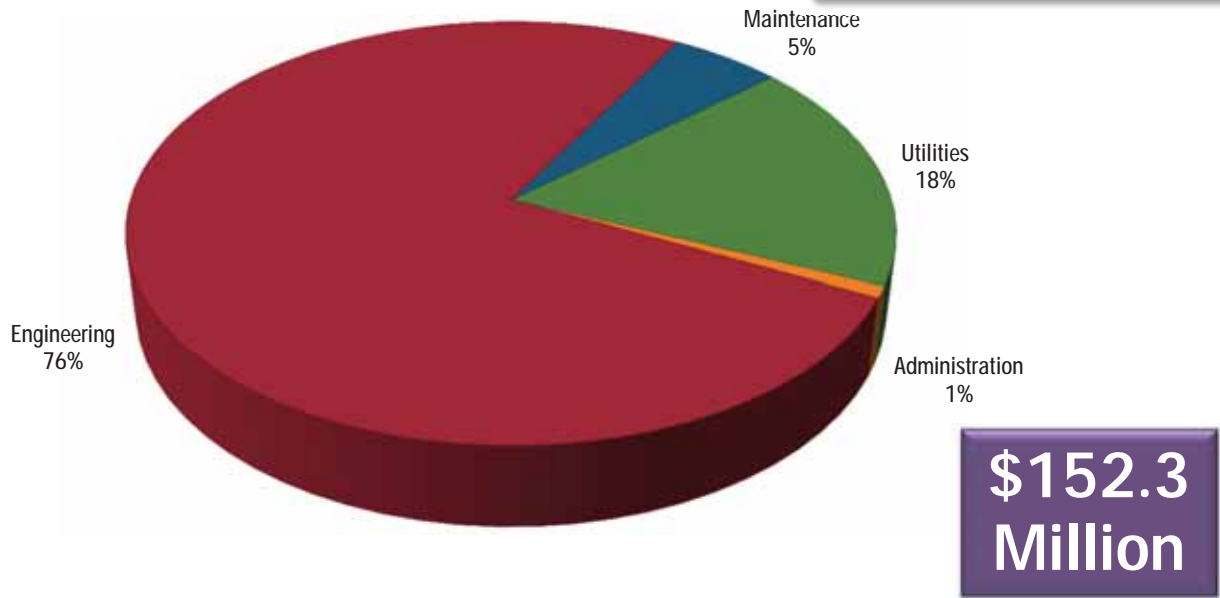
Positions	Actual FY 2015-2016	Actual FY 2016-2017	Actual FY 2017-2018	Adopted FY 2018-2019
<b>Administration</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Director of Public Works	1	1	1	1
Executive Secretary	1	1	1	1
Keep Downey Beautiful Recycling/ Waste Coord	1	1	1	1
Management Analyst	1	1	1	1
Secretary	1	1	1	1
<b>Engineering</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
Assistant Civil Engineer I	1	1	1	3
Assistant Civil Engineer II	1	1	1	0
Associate Civil Engineer	3	3	3	2
Deputy Dir. Of Public Works	1	1	1	1
Inspector/Plan Checker	1	1	1	1
Principal Engineer	1	1	1	1
<b>Maintenance</b>	<b>40</b>	<b>40</b>	<b>30</b>	<b>30</b>
Asst. Superintendent, Facilities & Maintenance	1	1	1	1
Equipment Maintenance Leadworker	1	1	1	1
Maintenance Lead Worker	15	15	8	8
Maintenance Worker II	10	10	10	10
Maintenance Worker III	6	6	3	3
Mechanic	2	2	2	2
Public Works Supervisor II	3	3	3	3
Secretary	1	1	1	1
Superintendent, Facilities & Maintenance	1	1	1	1
<b>Utilities</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>30</b>
Assistant Civil Engineer I	1	1	1	1
Assistant Superintendent	1	1	1	1
Associate Civil Engineer *	0	0	0	1
Principal Engineer	1	1	1	1
PW Supv II/ Water System Supervisor II	1	1	1	1
Secretary	1	1	1	1
Senior Civil Engineer	1	0	0	0
Superintendent of Utilities	0	1	1	1
Superintendent of Water and Sanitation	1	0	0	0
Water Quality & Environmental Specialist	1	1	1	1
Water System Leadworker	6	6	6	6
Water System Operator III *	0	0	3	4
Water Systems Supervisor II	2	2	2	2
GIS Program Manager	0	1	1	1
Water System Operator II *	13	13	10	9
<b>Public Works</b>	<b>82</b>	<b>82</b>	<b>72</b>	<b>73</b>

\* Title/ Compensation adjustments approved by City Council on 04/10/2018

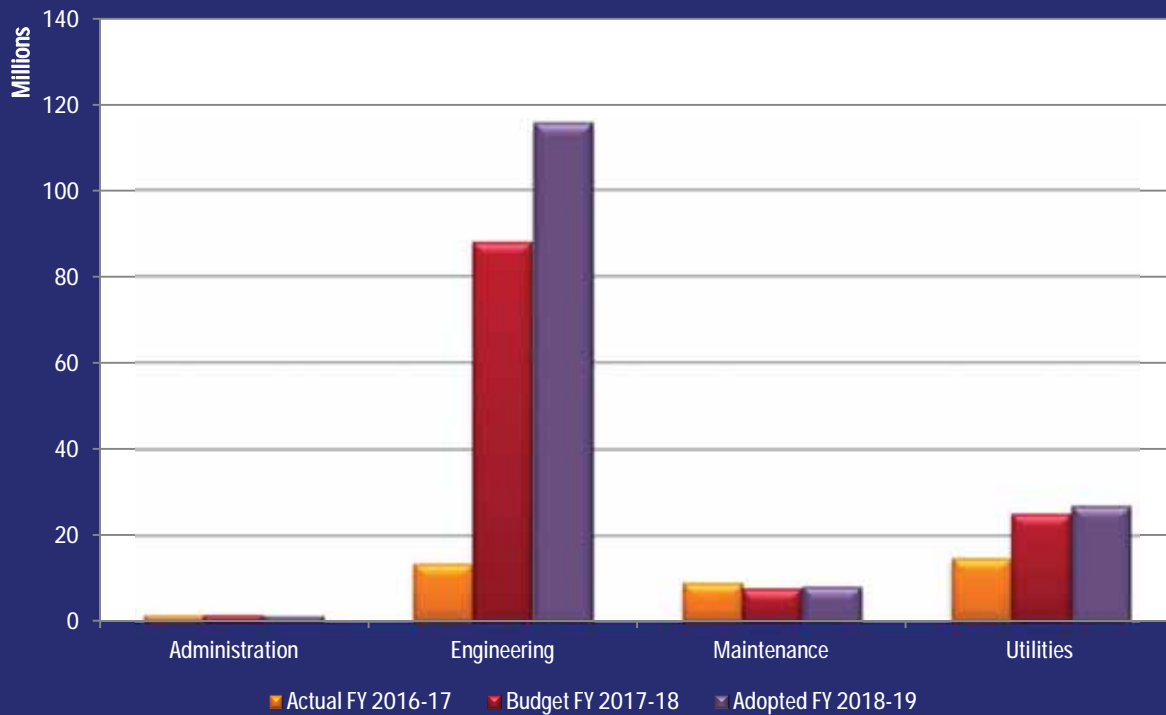
# PUBLIC WORKS Department Summary

## Total Budget Expenditures by Division

Administration	\$ 1.3 M
Engineering	\$115.7 M
Maintenance	\$ 8.2 M
Utilities	\$ 27.0 M



## 3 Year Trend - Total Budget Expenditures



## Fiscal Year 2017-18 Recent Accomplishments & Performance Indicators

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Completed street closure for Downey's 2nd Ride & Stride Event					X
Completed LED retrofit of 611 street lights city wide		X			
Completed LED retrofit of Civic Center Parking lot, Parking Structure, Rio Hondo Gold Course and BJR Parking Lot lights		X			
Completed Upgrade of City's gas boy fueling system program		X			
Obtained SCE rebates of \$168K, energy savings of \$83K per year, and helped the City achieve "Platinum" status through rehabilitation of 5 groundwater wells	X	X			
Completed construction of Advanced Water Meter Project converting 900 backyard meters to advanced water meters and establishing a radio antenna/collector system to remotely collect water meter reads	X	X			X
Completed construction of potable (water service lines/meter, fire hydrants, and mains) water improvements on Old River School Rd. from Imperial Hwy. to Arnett St.	X	X			
Completed construction of potable (water service lines/meter, fire hydrants, and mains) water improvements on Firestone Blvd. from Old River School Rd. to West City Limits	X	X			
Completed designs for Bellflower Blvd.(Foster Rd. to Hall Rd.); Lakewood Blvd. Phase 3C; and Woodruff Ave. (Imperial Hwy. to Firestone Blvd.) Water Improvements Projects	X	X			
Completed Bellflower Blvd. at Imperial Hwy. Intersection Improvement Project				X	
Completed Trail Lighting at Apollo and Furman Parks				X	
Completed Traffic Signal Upgrades at Nine Locations				X	
Completed the Imperial Hwy. Traffic Signal Communications Project				X	
Completed the Brookshire Ave. Pavement Rehabilitation Project				X	
Completed designs for the Lakewood Blvd. Phase 3C, Old River School Rd. Improvements, Firestone Blvd. Improvements (ORSR-WCL) and Paramount Blvd. Median Island Projects				X	



## Fiscal Year 2018-19 Goals & Objectives

	Fiscal Responsibility	Efficiency & Adaptability	Economic Vibrancy	Quality of Life, Infrastructure & Parks	Public Engagement
Restripe pavement lane lines on half of the major streets				X	
Complete planting of 550 trees per Calfire grant				X	
Complete City Tree Master Plan				X	
Continue energy retrofit savings program		X			
Continue rehabilitation of critical water/sewer infrastructure including: wells, valve exercising and replacement, water services/meter, hydrants, maintain 65-70 miles/yr of sewer main flushing, sewer manhole odor and insect control	X	X			
Complete construction of potable water improvements on Bellflower Blvd.(Foster Rd. to Hall Rd.)	X	X			
Complete construction of potable water improvements on Woodruff Ave. (Imperial Hwy. to Firestone Blvd.)	X	X			
Complete potable water, recycled water, and storm water infiltration improvements at Lakewood Blvd. Phase 3C	X	X			
Complete SCADA improvements for City's water, sewer, and storm water systems	X	X			
Continue to implement energy efficient well rehabilitations	X	X			
Complete the Lakewood Blvd. Phase 3C Improvement Project				X	
Complete the Old River School Rd. Improvement Project				X	
Complete the Firestone Blvd. Improvement (Old River School Rd. - West City Limit) Project				X	
Complete the Paramount Blvd. Median Island Improvement (Imperial Hwy. - Florence Ave.) Project				X	
Complete the Woodruff Ave. Fiber-Optic Communication System Project				X	
Complete the Telegraph Rd. Traffic Throughput & Safety Enhancements, Phase 2 Project				X	
Complete the design and begin construction on the San Gabriel River and Wilderness Park Restoration Project				X	
Complete the design and begin construction on the Paramount Blvd. Traffic Safety Improvements and Stewart & Gray Rd. Traffic Signal Communications and Upgrades Projects				X	
Complete the design for the Florence Ave. Bridge at the Rio Hondo Channel Rehabilitation Project				X	

# PUBLIC WORKS

## Department Summary

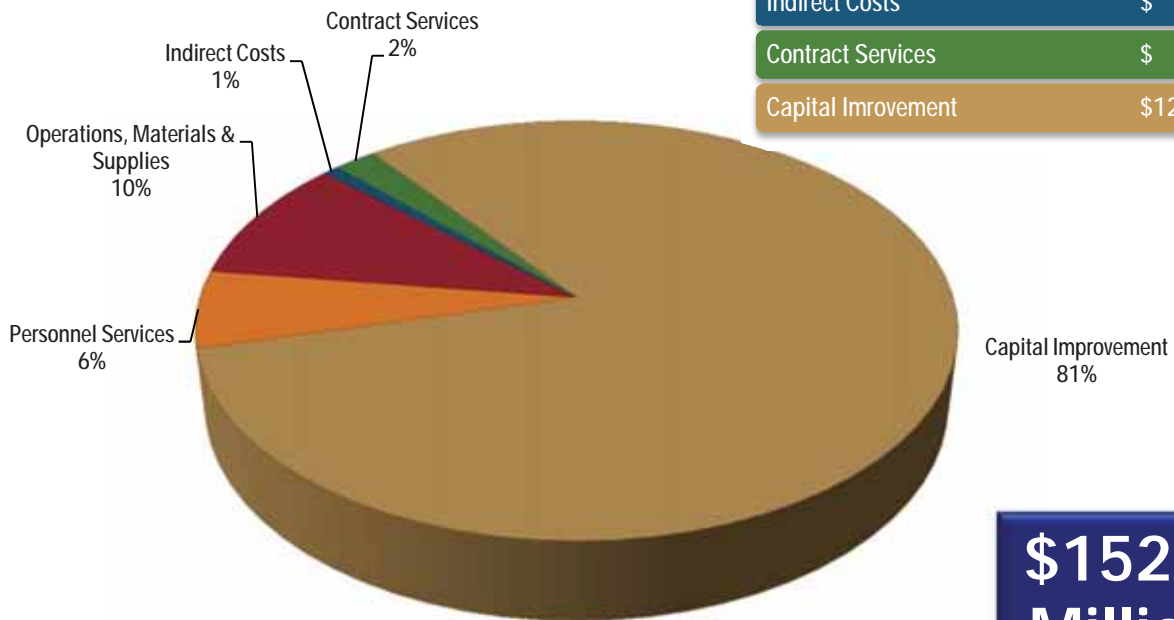
By Type	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	6,646,360	7,131,787	8,684,482	7,926,298	9,096,666
Operations, Materials & Supplies	14,177,238	15,089,323	14,408,650	11,519,114	14,708,086
Indirect Costs	1,137,013	1,168,250	1,207,245	1,234,774	1,154,246
Contract Services	2,371,230	2,594,147	3,377,902	2,241,877	3,190,800
Capital Outlay	126,969	218,496	649,953	387,742	-
Capital Improvement	16,316,511	12,400,337	93,887,812	8,865,310	124,119,331
<b>Grand Total</b>	<b>\$ 40,775,322</b>	<b>\$ 38,602,339</b>	<b>\$ 122,216,044</b>	<b>\$ 32,175,115</b>	<b>\$ 152,269,129</b>

By Division	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Administration	1,185,101	1,424,313	1,435,117	1,425,854	1,335,443
Engineering	18,392,572	13,459,166	88,016,441	10,738,418	115,698,796
Maintenance	8,739,272	9,002,187	7,702,607	6,771,579	8,194,655
Utilities	12,458,378	14,716,674	25,061,880	13,239,264	27,040,235
<b>Grand Total</b>	<b>\$ 40,775,322</b>	<b>\$ 38,602,339</b>	<b>\$ 122,216,044</b>	<b>\$ 32,175,115</b>	<b>\$ 152,269,129</b>

By Fund	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
10 - General Fund	5,421,196	5,681,299	6,280,339	5,508,785	6,824,891
20 - Waste Reduction	595,408	576,046	656,800	572,486	666,574
22 - Air Quality	288,285	292,079	196,669	106,495	170,283
23 - Street Lighting	2,015,160	2,003,673	2,514,467	2,188,905	1,962,339
24 - Learning Center	140,673	148,884	136,800	138,767	134,400
25 - Article III	70,000	31,250	74,000	1,986	70,000
26 - CIP Grant Fund	9,092,984	7,110,586	21,144,501	1,424,923	43,378,967
30 - State Gas Tax	-	737,359	1,282,800	690,233	1,509,974
32 - SB1 Transportation Fund	-	-	954,812	58,635	2,240,621
33 - Measure S - 2017 LRB	-	-	50,000,000	104,954	50,000,000
35 - Measure S Sales Tax	-	-	-	-	6,000,000
38 - Vehicle Impact	-	777	2,260,765	1,147,177	2,153,000
40 - Capital Project	3,346,909	856,987	1,265,112	504,347	540,795
51 - Water Utility	10,590,199	11,265,924	23,965,419	13,333,840	24,785,797
54 - Transit (Prop C)	1,272,446	345,152	914,368	825,523	1,620,472
55 - Transit (Prop A)	273,464	222,084	272,273	249,473	312,721
56 - Transit (Measure R)	1,707,459	1,552,051	2,122,821	964,010	2,152,509
57 - Transit (Measure M)	-	-	1,337,000	330,693	1,579,237
62 - Equipment	2,263,185	2,492,557	1,034,276	871,631	1,065,411
65 - Civic Center Maintenance	1,250,266	1,269,355	1,382,162	1,254,666	1,359,948
70 - Southeast Water Coalition	-	69,951	110,600	36,518	-
72 - Sewer & Storm Drain	2,447,687	3,946,325	4,310,061	1,861,067	3,741,190
<b>Grand Total</b>	<b>\$ 40,775,322</b>	<b>\$ 38,602,339</b>	<b>\$ 122,216,044</b>	<b>\$ 32,175,115</b>	<b>\$ 152,269,129</b>

# PUBLIC WORKS Department Summary

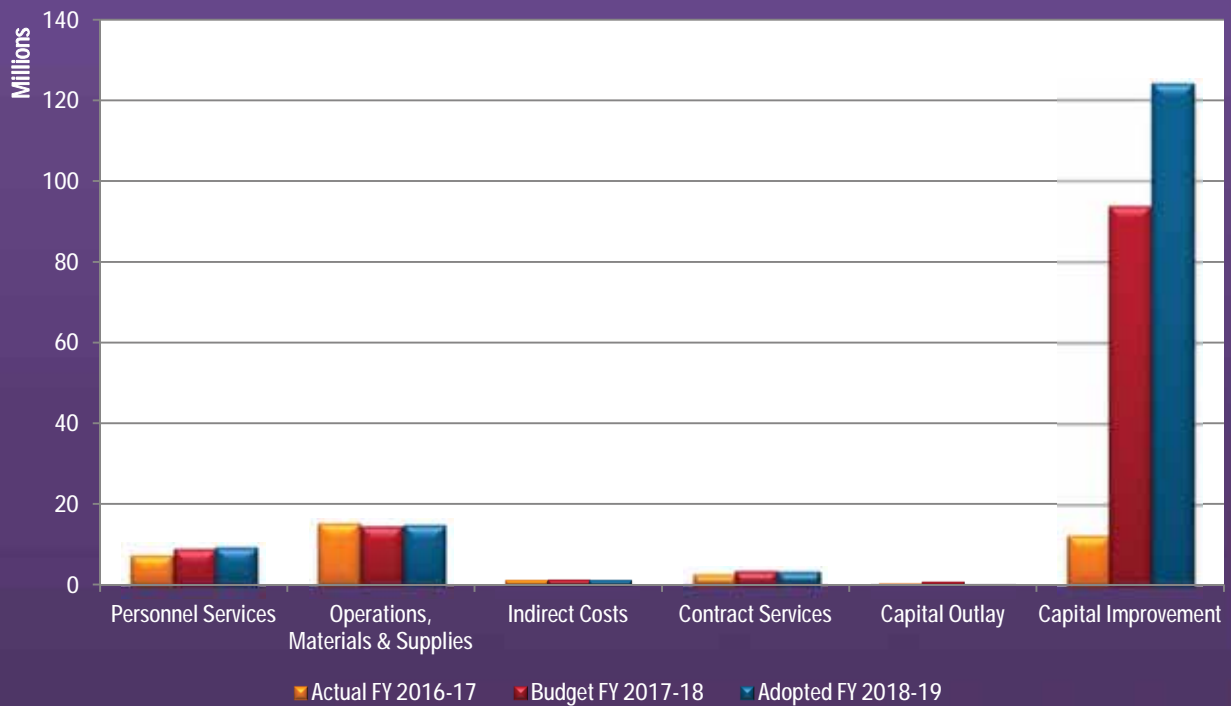
## Total Budget Expenditures by Type



Personnel Services	\$ 9.1 M
Operations, Materials & Supplies	\$ 14.7 M
Indirect Costs	\$ 1.2 M
Contract Services	\$ 3.2 M
Capital Improvement	\$124.1 M

**\$152.3  
Million**

## 3 Year Trend - Total Budget Expenditures

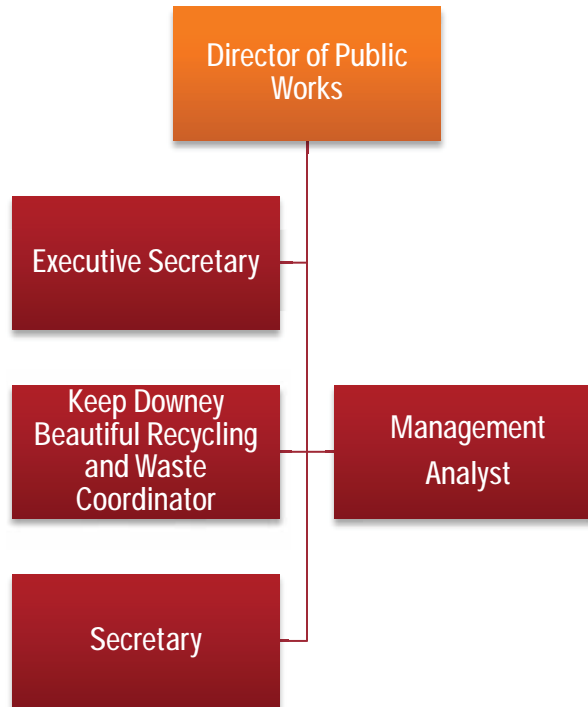


# PUBLIC WORKS

## Division Summary

	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
<b>Administration</b>					
Personnel Services	\$462,358	\$558,269	\$521,241	\$565,370	\$550,332
Operations, Materials & Supplies	\$383,391	\$376,424	\$373,857	\$405,945	\$365,750
Indirect Costs	\$289,313	\$339,805	\$342,019	\$342,189	\$346,361
Contract Services	\$50,039	\$149,815	\$198,000	\$112,350	\$73,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0
<b>Administration Total</b>	<b>\$1,185,101</b>	<b>\$1,424,313</b>	<b>\$1,435,117</b>	<b>\$1,425,854</b>	<b>\$1,335,443</b>
<b>Engineering</b>					
Personnel Services	\$715,246	\$703,439	\$1,325,999	\$924,207	\$1,247,710
Operations, Materials & Supplies	\$1,484,480	\$1,584,223	\$1,422,429	\$1,263,945	\$1,416,229
Indirect Costs	\$80,368	\$90,393	\$88,358	\$89,558	\$111,026
Contract Services	\$555,331	\$590,045	\$684,000	\$634,597	\$679,500
Capital Outlay	\$0	\$0	\$11,000	\$944	\$0
Capital Improvement	\$15,557,146	\$10,491,067	\$84,484,655	\$7,825,168	\$112,244,331
<b>Engineering Total</b>	<b>\$18,392,572</b>	<b>\$13,459,166</b>	<b>\$88,016,441</b>	<b>\$10,738,418</b>	<b>\$115,698,796</b>
<b>Maintenance</b>					
Personnel Services	\$2,882,855	\$3,095,467	\$3,198,755	\$3,098,929	\$3,281,340
Operations, Materials & Supplies	\$4,727,210	\$4,839,881	\$3,298,399	\$2,857,537	\$3,448,385
Indirect Costs	\$83,016	\$52,474	\$50,750	\$53,893	\$378,130
Contract Services	\$905,720	\$881,954	\$1,074,275	\$728,984	\$1,086,800
Capital Outlay	\$123,520	\$51,717	\$12,891	\$32,237	\$0
Capital Improvement	\$16,951	\$80,693	\$67,537	\$0	\$0
<b>Maintenance Total</b>	<b>\$8,739,272</b>	<b>\$9,002,187</b>	<b>\$7,702,607</b>	<b>\$6,771,579</b>	<b>\$8,194,655</b>
<b>Utilities</b>					
Personnel Services	\$2,585,901	\$2,774,612	\$3,638,487	\$3,337,791	\$4,017,284
Operations, Materials & Supplies	\$7,582,157	\$8,288,794	\$9,313,965	\$6,991,687	\$9,477,722
Indirect Costs	\$684,316	\$685,578	\$726,118	\$749,135	\$318,729
Contract Services	\$860,140	\$972,334	\$1,421,627	\$765,946	\$1,351,500
Capital Outlay	\$3,449	\$166,778	\$626,062	\$354,562	\$0
Capital Improvement	\$742,415	\$1,828,577	\$9,335,620	\$1,040,142	\$11,875,000
<b>Utilities Total</b>	<b>\$12,458,378</b>	<b>\$14,716,674</b>	<b>\$25,061,880</b>	<b>\$13,239,264</b>	<b>\$27,040,235</b>
<b>Grand Total</b>	<b>\$40,775,322</b>	<b>\$38,602,339</b>	<b>\$122,216,044</b>	<b>\$32,175,115</b>	<b>\$152,269,129</b>

## Organizational Chart



## Division Summary of Full Time Positions

Positions	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adopted FY 2018-19
Director of Public Works	1	1	1	1
Executive Secretary	1	1	1	1
Keep Downey Beautiful Recycling & Waste Coordinator	1	1	1	1
Management Analyst	1	1	1	1
Secretary	1	1	1	1
<b>Total Full Time Positions</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

### Division Description

The Administration division of the Public Works Department is responsible for management and oversight of the remaining four divisions (Utilities, Maintenance, Engineering, and Construction Management), as well as administration of the department’s public education programs; coordination of the department’s outreach and community volunteer programs; compliance with AB 939 recycling and AB 1826 organic recycling regulations litter abatement, and storm water runoff requirements and city beautification. The division also seeks grant funding opportunities to assist in implementing capital improvement projects. In addition, it oversees grant applications and manages awarded grant funds pertinent to the Public Works Department.

The Public Works Administration Division ensures that the City Council’s adopted priorities are implemented in the most efficient and effective manner.

### Division Performance Measures

	Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Recycle ad contest <i>13 schools in Downey</i>	Open to all 5 <sup>th</sup> graders	Open to all 5 <sup>th</sup> graders	Open to all 5 <sup>th</sup> graders	Open to all 5 <sup>th</sup> graders
Compliance with solid waste diversion from landfills	Met goals	Exceeded goals	Meet or exceed goals	Meet or exceed goals
Increase community volunteerism	>10%	≥ 15%	≥ 10%	≥ 10%
Conducted the Solid Waste Collection Services Rate Study	Annual	Annual	Annual	Annual
Regional smart gardening information center and workshops	3	3	3	3
Stormwater pollution prevention educational programs to Downey 5 <sup>th</sup> grade students	Presentations to 2000 students	10 School Presentations	10 School Presentations	10 School Presentations
Stormwater pollution prevention awareness events	11 clean ups	9 clean ups plus 4 additional by civic groups	12 cleanups	12 cleanups
Number of grant applications submitted	5	6	4	5
Number of grant-funded projects managed	31	35	27	22

### Budget Narrative

To fulfill the Council’s quality of life and infrastructure priorities, this year’s budget supports the daily operations of the Public Works Department and its divisions (Utilities, Maintenance Services, Engineering, and Administration). Key budget items include personnel and operational services that provide management and support to the department and its divisions. Staff responsibilities also include responding to public inquiries in a timely manner and providing excellent customer service.

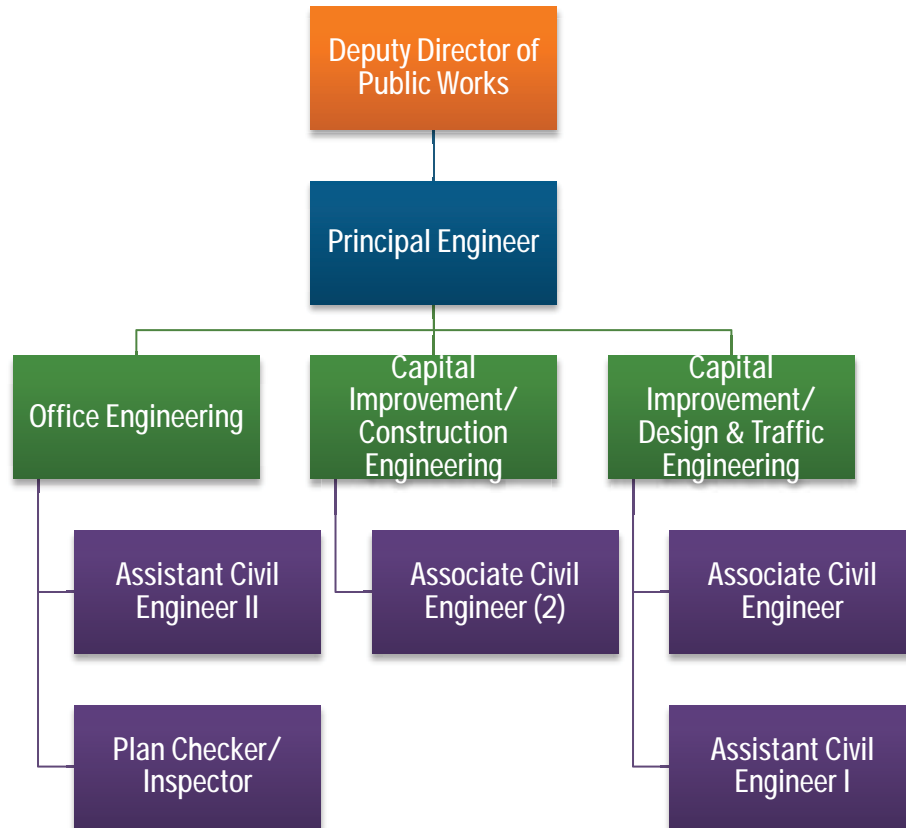
### Division Budget Summary

Administration	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$462,358	\$558,269	\$521,241	\$565,370	\$550,332
Operations, Materials & Supplies	383,391	376,424	373,857	405,945	365,750
Indirect Costs	289,313	339,805	342,019	342,189	346,361
Contract Services	50,039	149,815	198,000	112,350	73,000
Capital Outlay	0	0	0	0	0
<b>Administration Total</b>	<b>\$1,185,101</b>	<b>\$1,424,313</b>	<b>\$1,435,117</b>	<b>\$1,425,854</b>	<b>\$1,335,443</b>

### Contractual & Professional Detail

Account			Description	Amount
10	3105	0700	Miscellaneous General Contractual Services	35,000
10	3105	0670	General Professional Services	500
20	3115	0670	General Professional Services	2,500
20	3115	0700	Miscellaneous General Contractual Services	5,000
20	3118	0700	Environmental Consulting – Used oil recycling grant technical services and education	30,000
<b>Total Detail</b>				<b>73,000</b>

### Organizational Chart



### Division Summary of Full Time Positions

Positions	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adopted FY 2018-19
Assistant Civil Engineer I	1	1	1	3
Assistant Civil Engineer II	1	1	1	0
Associate Civil Engineer	3	3	3	2
Deputy Dir. Of Public Works	1	1	1	1
Inspector/Plan Checker	1	1	1	1
Principal Engineer	1	1	1	1
<b>Total Full Time Positions</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>



### Division Description

The Engineering Division is responsible for the planning, design and construction management of City's Public Works projects, both Capital Improvement and miscellaneous projects involving the preservation and enhancements to the city's infrastructure including streets, bridges, buildings and parks. Additionally, this division reviews and oversees public improvements in connection with private developments for compliance with adopted codes, regulations and engineering standards, and subdivision processing. Traffic engineering is another component of the division, which includes maintenance and upgrade of the City's traffic signals and other traffic control devices as well as street lighting systems.

The Engineering Division also represents the City's interests through the I-5 Joint Powers Authority (JPA) for the proposed widening of the I-5 Freeway and through the Gateway Cities Council of Governments on several regional transportation issues which also affect the City, such as the I-605 Freeway Corridor Study, the I-710 Freeway Expansion Project and the Gateway Cities Strategic Transportation Plan. In addition, the Engineering Division provides administration of federal, state and county gasoline and transportation sales tax local return funds. More recently, the Engineering Division assisted with the Citywide LED conversion project.

### Division Performance Measures

	Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Number of CIP projects completed	15	25	15	20
CIP and other Public Works projects completed or proposed (\$)	11,000,000	23,000,000	13,100,000	15,000,000
Number of plan checks completed	1,125	1,000	950	1000
Number or permits issued	992	1,000	725	750
Number of service requests completed	205	200	2,000	2,000

### Budget Narrative

The total number of positions that existed in FY 2016-17 will remain in FY 2017-18. In addition, the division anticipates cost increases due to the use of architectural and engineering consultant services for various public improvement projects to achieve City Council priorities of fiscal responsibility via financial planning for street improvements and quality of life, neighborhoods and infrastructure through improved street congestion management (light timing, construction mitigation). The division will also maintain temporary personnel services, for engineering interns on a part-time basis.

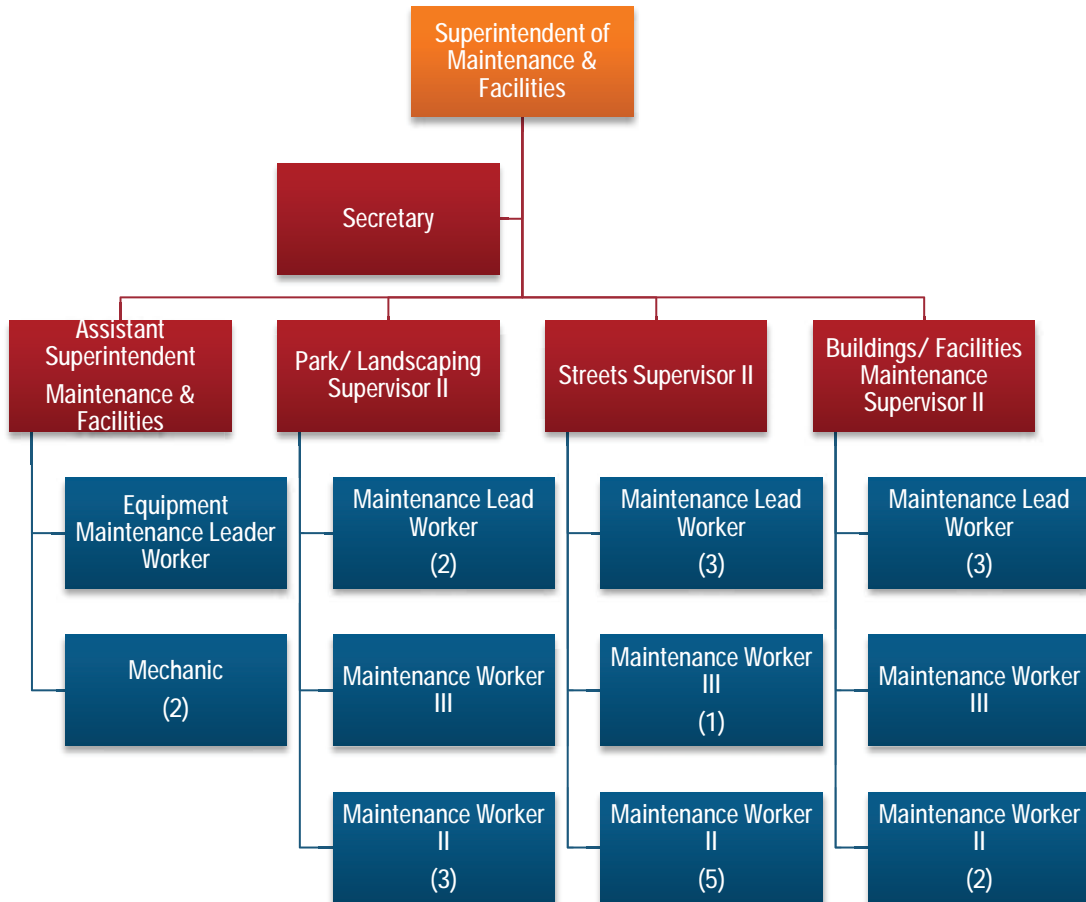
### Division Budget Summary

Engineering	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$715,246	\$703,439	\$1,325,999	\$924,207	\$1,247,710
Operations, Materials & Supplies	1,484,480	1,584,223	1,422,429	1,263,945	1,416,229
Indirect Costs	80,368	90,393	88,358	89,558	111,026
Contract Services	555,331	590,045	684,000	634,597	679,500
Capital Outlay	0	0	11,000	944	0
Capital Improvement	15,557,146	10,491,067	84,484,655	7,825,168	112,244,331
<b>Engineering Total</b>	<b>\$18,392,572</b>	<b>\$13,459,166</b>	<b>\$88,016,441</b>	<b>\$10,738,418</b>	<b>\$115,698,796</b>

### Contractual & Professional Detail

Account			Description	Amount
10	3180	0670	National Data & Surveying Services/Traffic data collection services	10,000
10	3180	0670	Grant writing consulting services	15,000
10	3180	0670	Structural engineering professional services	8,000
10	3180	0670	Pavement Evaluation Services	10,000
10	3180	0670	On-Call Traffic Engineering Services	10,000
10	3180	0700	De Lange Landen Financial Services/copier lease	1,400
10	3180	0700	I.T. Help Desk	12,500
10	3180	0700	Planet Bids/bid solicitation services	5,000
10	3180	0700	The Downey Patriot/publications	8,100
10	3180	0700	Vehicle Speed Feedback Sign Maintenance	12,000
20	3119	0700	Miscellaneous General Contractual Services- Beverage Container Grant	20,000
23	5511	0670	County of Marin/Street Lighting Association - Street Lighting Association membership dues	15,000
23	5512	0670	Lighting Dist-Zone II Comm	2,500
23	5517	0700	United Pacific Services, Inc./tree trimming services	550,000
<b>Total Detail</b>				<b>\$679,500</b>

### Organizational Chart



# PUBLIC WORKS

## Maintenance

### Division Summary of Full Time Positions

Positions	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adopted FY 2018-19
Asst. Superintendent, Facilities & Maintenance	1	1	1	1
Equipment Maintenance Leadworker	1	1	1	1
Maintenance Lead Worker	15	15	8	8
Maintenance Worker II	10	10	10	10
Maintenance Worker III	6	6	3	3
Mechanic	2	2	2	2
Public Works Supervisor II	3	3	3	3
Secretary	1	1	1	1
Superintendent, Facilities & Maintenance	1	1	1	1
<b>Total Full Time Positions</b>	<b>40</b>	<b>40</b>	<b>30</b>	<b>30</b>

### Division Description

The Maintenance division is responsible for maintaining and repairing of 215 miles of streets and landscaping, 113 acres of parks (13 parks), 31 public facilities/buildings and for maintenance of the City's vehicle fleet. Traffic striping, pavement markings and signage; Downey Cemetery burial and niche wall interments; and seasonal renovation and layout of the athletic fields are also handled in this division. Maintenance Staff perform skilled carpentry, drywall, painting, and minor plumbing and electrical work in association with repair, remodeling, renovation and minor improvement projects at all City facilities including the Barbara J. Riley Community Center, the Gary P. McCaughan Gym; the Columbia Memorial Space Center, the Rio Hondo Golf Course, the Downey Depot Transit Center; and City Hall, Police Station, Library and Theatre. Additionally, the Fleet Maintenance Section of this division provides for maintenance of the City's entire fleet of vehicles and motorized equipment (except the Downey Fire Department); manages fuel dispensing facilities and hazardous material disposal; and handles equipment disposition for public auction.

### Division Performance Measures

	Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Number of capital projects completed	6	6	3	3
Projects completed and proposed (\$)	\$400,000	\$350,000	\$584,600	\$350,000
Square feet (Sq. ft.) graffiti removed	573,700	600,000	\$570,000	\$560,000
Number of trees trimmed by staff	275	350	225	150
Number of trees trimmed by contractor	7,700	6,500	8,000	8,000
Number of trees planted	105	150	550	120
Number of potholes filled	2,300	2,000	2,300	2,000
Vehicle Maintenance and Repair Work Orders	1,495	1,600	1,200	1,100
Tons of asphalt placed in streets and alleys	422	350	430	420
Streets & alleyways patched (sq. ft.)	81,600	70,000	70,000	65,000
Street signs replaced or repaired	4,490	3,000	3,800	3,500
Landscaped area treated for weeds (sq. ft.)	815,700	600,000	480,000	450,000
Street lights repaired or replaced	484	400	500	350
Street striping (no. of lineal feet)	2,100	3,000	2,000	2,000

# PUBLIC WORKS

## Maintenance

### Budget Narrative

In keeping with the Council's Priority for Quality of Life, Infrastructure and Parks, the Public Works Maintenance Division budget includes staff development programs; cost-effective support of the City's Capital Improvement Program and other City departments; and consolidation of the City's hazardous waste disposal costs for all City departments.

The budget includes funds for ongoing maintenance at the City's facilities and at City parks to offset the impact of the increased activity by all user groups. Capital outlay represents a new copy machine.

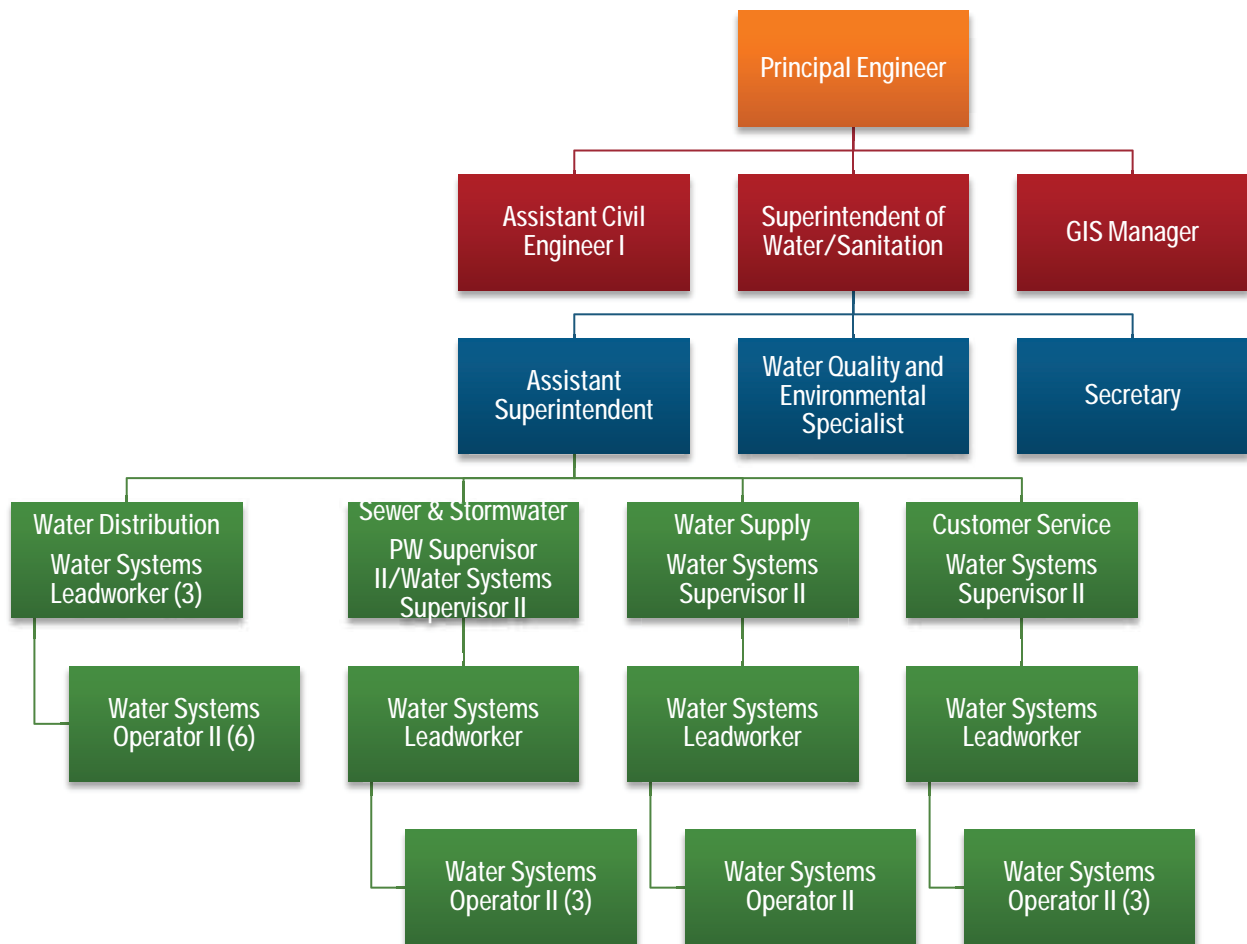
### Division Budget Summary

Maintenance	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$2,882,855	\$3,095,467	\$3,198,755	\$3,098,929	\$3,281,340
Operations, Materials & Supplies	4,727,210	4,839,881	3,298,399	2,857,537	3,448,385
Indirect Costs	83,016	52,474	50,750	53,893	378,130
Contract Services	905,720	881,954	1,074,275	728,984	1,086,800
Capital Outlay	123,520	51,717	12,891	32,237	0
Capital Improvement	16,951	80,693	67,537	0	0
<b>Maintenance Total</b>	<b>\$8,739,272</b>	<b>\$9,002,187</b>	<b>\$7,702,607</b>	<b>\$6,771,579</b>	<b>\$8,194,655</b>

### Contractual & Professional Detail

Account			Description	Amount
10	3110	0670	Financial Services for energy-efficiency building upgrades	25,000
10	3110	0700	IT Contract Services	14,600
10	3120	0700	Facility Maintenance - various contract services - plumbing, electrical, masonry, HVAC	18,900
10	3122	0700	Apollo Senior Center Maintenance - various contract services - plumbing, electrical HVAC	9,500
10	3123	0700	Apollo Gym Maintenance - various contract services – (flooring/plumbing/electrical)	2,000
10	3130	0700	Staygreen, Inc. - park landscape improvement and irrigation repair projects	50,000
10	3145	0700	Traffic & Street Maintenance	40,000
24	3125	0700	Columbia Memorial Space Center Building Maintenance - various contract services - plumbing, electrical, HVAC	17,000
10	5915	0700	Parking Structure Maintenance	112,000
55	6225	0700	Nationwide - Transit Center Maintenance - cleaning, washing of depot/bus stops and hardscapes/furnishings	31,300
55	6240	0700	Nationwide - Bus stop maintenance citywide	150,000
62	1731	0670	Fleet Maintenance - annual vehicle maintenance system support fee, ASE membership	3,500
72	3160	0700	Nationwide – Street Sweeping Services	613,000
<b>Total Detail</b>				<b>\$1,086,800</b>

Organizational Chart





**Division Summary of Full Time Positions**

Positions	Actual FY 2015-16	Actual FY 2016-17	Actual FY 2017-18	Adopted FY 2018-19
Assistant Civil Engineer I	1	1	1	1
Assistant Superintendent	1	1	1	1
Associate Civil Engineer *	0	0	0	1
Principal Engineer	1	1	1	1
PW Supervisor II/ Water System Supervisor II	1	1	1	1
Secretary	1	1	1	1
Senior Civil Engineer	1	0	0	0
Superintendent of Utilities	0	1	1	1
Superintendent of Water and Sanitation	1	0	0	0
Water Quality & Environmental Specialist	1	1	1	1
Water System Leadworker	6	6	6	6
Water System Operator III *	0	0	3	4
Water Systems Supervisor II	2	2	2	2
GIS Program Manager	0	1	1	1
Water System Operator II *	13	13	10	9
<b>Total Full Time Positions</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>30</b>

\* Title/ Compensation adjustments approved by City Council on 04/10/2018

## Division Description

The Utilities Division operates and maintains the City's water, sanitary sewer, and storm water infrastructure which consists of 20 groundwater wells, 3 MWD imported water connections for emergency purposes, 270 miles of water main, 200 miles of sewer main, 1 sewer and 2 storm water lift stations, and various storm water open channels, culverts, drywells, and infiltration basins.

In addition the Utilities Division plans, designs, and develops the City's potable water, recycled water, sewer, and storm water system infrastructure rehabilitation and replacement programs by managing and implementing engineering contracts and studies, preparing plans and specifications, managing the Geographic Information System (GIS), and reviewing designs and improvement plans for developments for compliance with Division standards.

The Division also develops, manages, and implements watershed management and monitoring plans, Green Streets, Low Impact Development (LID), and other policies/programs in order to capture dry and wet weather runoff for infiltration into the ground via best management practices (BMPs) implemented at developments and City projects which raise local water levels to the benefit of the City's groundwater wells while achieving compliance with MS4 permit requirements.

### Division Performance Measures

	Actual FY 2015-16	Actual FY 2016-17	Projected FY 2017-18	Planned FY 2018-19
Number of CIP projects completed	10	8	8	8
Projects completed and proposed (\$)	\$3M	\$3.7M	\$4M	\$6M
Number of groundwater wells operated and maintained annually	20	20	20	20
Number of groundwater wells and pump stations rehabilitated/refurbished	5	5	5	5
Acre-feet of recycled water delivered to City customers	671	747	800	825
Acre-feet of potable water delivered to City customers	13,239	13,605	15,300	15,500
Number of backflow prevention devices managed under cross-connection prevention program	440	450	450	460
Number of water distribution and groundwater well water quality samples collected	6,100	6,100	6,100	6,100
Number of miles water distribution piping maintained	270	270	270	270
Number of miles of recycled water distribution piping maintained	6	6	6	6
Number of water distribution valves maintained	5,550	5,550	5,560	5,570
Number of water service lines and/or meters repaired/replaced	650	650	700	750
Number of fire hydrants repaired/replaced	65	60	60	60
Number of Underground Service Alert markings performed	2,246	1,664	2,100	2,000
Number of water distribution valves exercised	750	750	750	750
Number of water meters read on a bi-monthly basis	22,950	23,000	23,100	23,150
Number of catch basins vacuumed/cleaned annually	1,700	1,700	1,700	1,700
Tons of debris removed annually from culverts, cross gutters, catch basins, etc.	90	90	90	90
Number of miles of sewer mains maintained	200	200	200	200
Number of miles of sewer mains cleaned annually under system-wide sewer cleaning program	70	78	70	65
Number of sewer manholes maintained	5,200	5,200	5,200	5,200
Number of sewer manholes treated to control odor complaints and insect growth	1,650	1,650	1,650	1,650

## Budget Narrative

This year's budget request proposes a modest increase to the funding for the operation of the water portion of the Utilities Division, which is primarily due to an increase in the groundwater replenishment assessment, as well as a small adjustment to an engineering position that exclusively supports the Utility division. The budget request for this year's operation of the sewer, storm water, and sanitation portions of the Utilities Division represents a small decrease in comparison to last year's approved budget due to less needs for new sanitary sewer equipment.

### Transfer from Water Fund for Storm Water Engineering/Management Expenses

The City relies on groundwater from aquifers beneath the City to meet 100% of its potable water demands. Reliance on local groundwater vs. more expensive imported Colorado River and State Water Project water has allowed the City to maintain its water rates as one of the lowest in the surrounding area. The City does not treat or disinfect its water. Therefore clean groundwater is very important to the City. Ensuring the reliability of the quality and quantity of this source of water is critical to the City being able to meet its customers' demands into the future while maintaining low water rates.

Downey's water supply and distribution system contributes 100% of the runoff during dry weather conditions from activities and facilities such as landscape irrigation sprinklers, faucets, hoses, flushing, construction, leaks and other with dry weather conditions occurring approximately 92% of the time based on the average number of days with measurable precipitation in the City each year. The City is located within the Los Cerritos Channel, Los Angeles River/Rio Hondo, and Coyote Creek/Lower San Gabriel River watersheds with runoff draining to these receiving waters. The City's means of maintaining compliance with Regional Water Quality Control Board NPDES MS4 permit and Total Maximum Daily Load (TMDL) requirements is predicated on reducing dry and wet weather runoff volumes, via BMPs that reduce runoff by infiltration into the ground and programs such as water conservation, which is the most effective way of reducing runoff and the associated pollutants conveyed into local receiving waters. For years, the City has been one of the leading municipalities in the region in experience with infiltration at developments and City projects as a water quality management strategy.

As previously expressed, Storm Water Engineering/Management program emphases to accomplish reduction in runoff include: participating in various watershed committees; developing, managing, and implementing plans, programs, policies, and projects to reduce runoff volumes; local planning and development BMP compliance and design; inspection and enforcement of BMPs and LID requirements to clean and reduce runoff; compliance litigation; and water quality analysis and reduction in source pollutants. Such efforts have direct benefits to the City's water supply by infiltration of runoff into groundwater aquifers which benefit the City's potable water supply and wells, reduction in runoff source pollutants to help ensure the high quality of the City's groundwater supplies, and in water usage reduction measures such as conservation and smart landscaping which reduce impact on the City's water supplies while in turn reducing runoff volumes. Additionally, the City's water supply has a direct relationship with such runoff compliance efforts as it is the source of all of the City's dry weather flows.

### Budget Narrative (Continued)

As in years past, it is a policy decision of the City Proposed through the budget process that revenues generated from the Water Fund will be used to allocate up to the amount of Storm Water Engineering/Management operating expenses budgeted due to the relationship between the City's water supply and runoff discussed above and the benefits received from Storm Water Engineering efforts in the form of: plans, programs, policies, projects, inspection and enforcement which promote the capture, storage, and cleaning of dry weather and wet weather runoff for infiltration into the ground through BMPs implemented at developments and projects which augment local groundwater supply and preserve water quality to the benefit of the City's groundwater wells and supplies; and plans, programs, policies, and projects which reduce dry weather runoff by reducing water usage via promotion of water conservation, smart landscaping, and other subsequently reducing impact on the City's water supplies.

### Transfer from Water Fund to General Fund

As in years past, it is a policy decision of the City Proposed through the budget process that revenues generated from the Water Fund to be transferred out to the General Fund should not exceed 1% of the total budgeted General Fund expenditure. The transfer out amount is a value estimate for the amount of goodwill from the general government activities under a concept of intrinsic value. The Water Fund operation enjoys benefits from general government activities that were not included in the direct cost of Water Fund and administrative overhead. Such benefits, for example, would include security and protection provided from public safety, maintenance of city infrastructure (road and street), street sweeping provided by public works, and urban planning provided by community development.

### Division Budget Summary

Utilities	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	YTD Total FY 2017-18	Adopted Budget FY 2018-19
Personnel Services	\$2,585,901	\$2,774,612	\$3,638,487	\$3,337,791	\$4,017,284
Operations, Materials & Supplies	7,582,157	8,288,794	9,313,965	6,991,687	9,477,722
Indirect Costs	684,316	685,578	726,118	749,135	318,729
Contract Services	860,140	972,334	1,421,627	765,946	1,351,500
Capital Outlay	3,449	166,778	626,062	354,562	0
Capital Improvement	742,415	1,828,577	9,335,620	1,040,142	11,875,000
<b>Utilities Total</b>	<b>\$12,458,378</b>	<b>\$14,716,674</b>	<b>\$25,061,880</b>	<b>\$13,239,264</b>	<b>\$27,040,235</b>

### Contractual & Professional Detail

Account			Description	Amount
51	3510	0700	Well water sampling and testing services	17,500
51	3510	0700	Water distribution system sampling and testing services	17,500
51	3510	0700	State Water Resources Control Board annual fees	52,500
51	3510	0700	Central Basin Water Master and Administrative Body annual fees	30,500
51	3510	0700	Consulting and maintenance services	13,000
51	3510	0700	State Water Resources Control Board Water Quality annual fees	2,200
51	3510	0700	ARB/AQMD portable generator fees	1,000
51	3510	0700	LA County annual cross connection fees	800
51	3520	0700	Underground Service Alert field marking service	3,000
51	3520	0700	Fire hydrant, valve, and other maintenance contract services	47,000
51	3530	0700	Bee emergency response	2,000
51	3530	0700	Paymentus utility billing service	61,000
51	3530	0700	Sensus Annual RNI SaaS Fee	8,240
51	3530	0700	Sensus Annual Analytics Enhanced Fee	6,760
51	3530	0700	Meter testing and leak audits	5,000
51	3530	0700	Consumer confidence water quality report	2,000
51	3540	0670	Consulting services	1,000
51	3540	0700	Consulting and maintenance services	5,000
51	3540	0700	Tyler Eden software annual support and maintenance fee	21,000
51	3540	0700	Everbridge emergency response annual maintenance fees	7,000
51	3540	0700	Bank lock box service	32,000
51	3550	0670	American Water Works Association (AWWA) annual member dues	5,000
51	3550	0670	Central Basin Water Association (CBWA) annual member dues	8,500
51	3550	0670	Southeast Water Coalition (SEWC) annual member dues	10,000
51	3550	0670	California Urban Water Conservation Council (CUWCC) annual dues	5,000
51	3550	0670	Other association dues and technical service fees	11,500
51	3550	0700	Consulting services	327,100
51	3550	0700	Legislative advocacy	43,200
51	3550	0700	Apple and Android annual maintenance fee	225
51	3550	0700	ArcGIS desktop software annual maintenance fee	4,500
51	3550	0700	ArcGIS server software annual maintenance fee	4,500
51	3550	0700	Database software support services	3,750
51	3550	0700	AutoCAD software annual maintenance fee	1,125
51	3550	0700	Innovyze InfoWater software annual maintenance fee	4,000
51	3550	0700	Twilio SMS services for App and Web	75
51	3550	0700	iWater software annual maintenance fee	4,500
51	3550	0700	Downey App software annual maintenance fee	1,500
51	3550	0700	Adobe Photoshop software upgrade	1,125
51	3550	0700	XY Maps GIS interface software annual maintenance fee	1,875
51	3550	0700	Time Warner/Spectrum DSL (GIS) service	1,250
51	3550	0700	GPS device software annual maintenance fee	750
51	3550	0700	ESRI Arc spatial analyst software annual maintenance fee	450

### Contractual & Professional Detail (continued)

Account			Description	Amount
51	3550	0700	SendGrid email services for App and Web	75
72	3150	0700	Storm water lift station rehabilitation and maintenance	10,250
72	3150	0700	Cleaning of storm water dry wells, culverts, and holding basins at lift stations including disposal of debris	10,250
72	3150	0700	Catch basin insert cleaning contract services	37,000
72	3155	0700	Sewer manhole insecticide application (~1,650 manholes annually)	35,000
72	3155	0700	State Water Resources Control Board (SWRCB) annual sewer NPDES fee	12,000
72	3155	0700	Root control	11,600
72	3155	0700	Consulting/contracting services	35,000
72	3155	0700	Apple and Android annual maintenance fee	75
72	3155	0700	ArcGIS desktop software annual maintenance fee	1,500
72	3155	0700	ArcGIS server software annual maintenance fee	1,500
72	3155	0700	AutoCAD software annual maintenance fee	375
72	3155	0700	Twilio SMS service for App and Web	25
72	3155	0700	iWater software annual maintenance fee	1,500
72	3155	0700	Database software support services	1,250
72	3155	0700	Downey App software annual maintenance fee	500
72	3155	0700	Adobe Photoshop software upgrade	375
72	3155	0700	XY Maps GIS interface software annual maintenance fee	625
72	3155	0700	Time Warner/Spectrum DSL (GIS) service	750
72	3155	0700	GPS device software annual maintenance fee	250
72	3155	0700	ESRI Arc spatial analyst software annual maintenance fee	150
72	3155	0700	SendGrid email service for App and Web	25
72	3155	0700	Mission Communications software annual maintenance and upgrade fees	2,500
72	3155	0700	Paymentus utility billing service	10,000
72	3182	0670	Los Cerritos Channel Watershed TMDL/MS4 permit annual implementation program fees associated with development and implementation of work plans, watershed management plans, monitoring plans, and other associated permit requirements/projects	40,000
72	3182	0670	Los Angeles River/Rio Hondo Watershed TMDL/MS4 permit annual implementation program fees associated with development and implementation of work plans, watershed management plans, monitoring plans, and other associated permit requirements/projects	85,000
72	3182	0670	Lower San Gabriel River/Coyote Creek Watershed TMDL/MS4 permit annual implementation program fees associated with development and implementation of work plans, watershed management plans, monitoring plans, and other associated permit requirements/projects	45,000
72	3182	0670	Harbor Toxics TMDL/MS4 permit annual implementation program fees associated with development and implementation of work plans, watershed management plans, monitoring plans, and other associated permit requirements/projects	3,000
72	3182	0670	Gateway Integrated Regional Water Management JPA annual dues	15,000
72	3182	0670	Misc. professional and technical services	98,000
72	3182	0670	Storm Water Program Management and TMDL/MS4 Permit compliance consulting engineering services	114,000
72	3182	0700	MS4Front Storm Water Program Best Management Practices (BMP) and Low Impact Development (LID) software annual maintenance fee	3,000
<b>TOTAL DETAIL</b>				<b>\$1,351,500</b>



**City of Downey**  
California





Capital Improvement Project Overview  
Five Year Projections  
Streets - Traffic Safety - Public Facilities  
Water Utility - Sewer & Storm Drain



# CAPITAL IMPROVEMENT PROJECTS



## Overview on Capital Improvement

Capital projects are long-term improvement and maintenance programs designed to preserve the City's physical systems and facilities. The programs are broad, and include land and building acquisitions, development of off-street parking, street and sidewalk improvement and rehabilitation, potable water and sewer reconstruction, stormwater treatment and infiltration, public lighting projects, affordable housing development, and park acquisition and renovations.

Both capital improvement and capital maintenance projects are included in this document. Capital improvements enhance economic development by attracting new businesses and new customers, bringing increased vitality to the City. Easily identified, frequently controversial, usually specific to a particular location, capital improvements are often the most visible municipal activities.

On the other hand, capital maintenance is a City service commonly taken for granted. Most users do not recognize the deterioration of a facility or roadway until significant damage has been done. This makes capital maintenance easy to postpone when budgets are tight and demand for more visible City programs and services is high. Delays in maintenance, however, create greater costs in future years, because expensive reconstruction or replacement of assets must supplant more inexpensive preservation efforts. The vast majority of Downey's Capital Improvement Project plan consists of capital maintenance.



## Project Funding

Capital projects may be funded from several sources, including operating capital, grants, joint agency endeavors, public/private partnerships, special district projects, and debt financing. Operating capital is appropriated from the unreserved balances and annual revenues of various funds; joint agency projects are those funded by the City and another government.

Tax increases and special districts have historically been used to fund capital projects; however, legislation now places substantial restrictions on Cities' abilities to raise revenues in these ways. Special taxes must be approved by a two-thirds vote of the electorate; general taxes must be approved by a majority vote of the electorate. Staff therefore remains diligent in searching out grants and other financing partnerships.

The City has channeled federal and local funds to purchase properties for low- and moderate-income housing; purchased replacement buses for the DowneyLink; planted hundreds of street trees; installed various traffic mitigation and control measures; implemented accessibility features for disabled constituents on sidewalks, parks, and in public buildings; and invested heavily in maintenance of current buildings, streets and sidewalks.

# CAPITAL IMPROVEMENT PROJECTS

## Projects Types

There are several broad types of City projects: Streets, Traffic Safety, Public Facilities, Water Utilities and Sewer & Storm Water. Funds are used for acquisition, construction, engineering, maintenance and rehabilitation projects.

The Department of Public Works administers the building projects for most City Facilities. This Department also coordinates the street tree planting program and vehicle replacement. Potable and recycled water and sewer system projects are the responsibility of the Utilities Division Manager. The Deputy Director of Public Works is responsible for various Street and Roadway Improvements as well as traffic safety-related projects and tasks. The affordable housing projects are the responsibility of the Community Development Department.



All projects are rated according to the following priority levels:

- Priority 1: The project is urgent and/or mandated, and must be completed quickly. Failure to address the project will impact the health, safety, or welfare of the community, or have a significant impact on the financial well-being of the City. The project must be initiated or financial/opportunity losses will result.
- Priority 2: The project is important and addressing it is necessary. The project impacts safety, law enforcement, health, welfare, economic base, and/or the quality of life in the community.
- Priority 3: The project would enhance the quality of life and would provide a benefit to the community. Completion of the project would improve the community providing cultural, recreational, and/or aesthetic effects.
- Priority 4: The project would be an improvement to the community, but need not be completed within a five-year capital improvement program.

## General Fund Operational Impacts

The vast majority of projects in the City's five year capital improvement project plan are capital maintenance projects with no future net impact on the general fund operating budget. In a few cases, there may be some minor savings due to increased energy efficiency or a reduction of water use. Where there will be operational impacts (i.e., landscaping services required after the installation of a new landscaped median) those costs have been noted in the chart depicting CIP project cost projections over the next five years.



**City of Downey**  
California



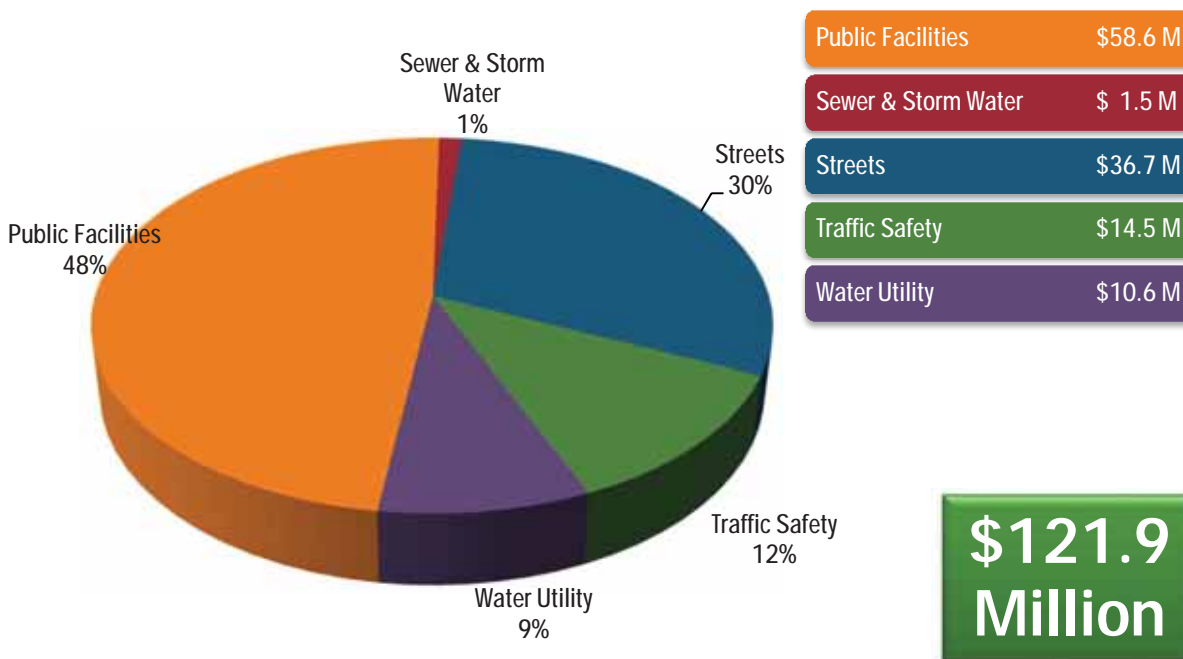
# CAPITAL IMPROVEMENT PROJECTS FIVE YEAR PROJECTION

## Capital Budget Summary

The Fiscal Year 2018-19 Adopted Capital Improvement Budget is summarized by project category and fund below:

Project Type	Adopted Budget FY 2018-2019	Projection FY 2019-2020	Projection FY 2020-2021	Projection FY 2021-22	Projection FY 2022-2023
Public Facilities	\$ 58,653,395				
Sewer & Storm Water	\$ 1,500,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,150,000
Streets	\$ 36,680,437	\$ 26,761,380	\$ 13,206,000	\$ 9,534,000	\$ 8,564,000
Traffic Safety	\$ 14,464,340	\$ 6,415,300	\$ 3,020,000	\$ 320,000	\$ 320,000
Water Utility	\$ 10,575,000	\$ 7,250,000	\$ 3,250,000	\$ 3,250,000	\$ 3,250,000
<b>Grand Total</b>	<b>\$ 121,873,172</b>	<b>\$ 41,626,680</b>	<b>\$ 20,676,000</b>	<b>\$ 14,304,000</b>	<b>\$ 13,284,000</b>

## Total Capital Improvement Projects for FY 2018-2019 by Project Type



## CAPITAL IMPROVEMENT PROJECTS

### Total Capital Improvement Projects for FY 2018-2019 by Fund

Fund	Public Facilities	Sewer & Storm Water	Streets	Traffic Safety	Water Utility
23 - L & L District Fund	-	-	100,000	-	-
25 - TDA III	-	-	70,000	-	-
26 - Grant Fund	2,003,200	-	28,419,919	12,955,848	-
30 - Gas Tax	-	-	1,306,657	490,000	-
33 - Measure S Bonds	50,000,000	-	-	-	-
35 - Measure S	6,000,000	-	-	-	-
40 - Capital Projects Fund	600,795	-	-	-	-
51 - Water Fund2	-	-	700,000	-	10,575,000
54 - Prop "C" Local Return	-	-	1,992,337	-	-
55 - Prop A Local Return	-	-	-	-	-
56 - Measure R Local Return	-	-	1,925,000	205,000	-
57 - Measure M Local Return	-	-	1,352,237	227,000	-
<b>Total CIP Requested</b>	<b>\$ 58,653,395</b>	<b>\$ 1,500,000</b>	<b>\$ 36,680,437</b>	<b>\$ 14,464,340</b>	<b>\$ 10,575,000</b>

# CAPITAL IMPROVEMENT PROJECTS

## Public Facilities

Each year, the Public Works Department develops a specific Capital Improvement Program (CIP) to address future facility needs. The CIP assesses requirements for new facilities, renewals of existing facilities, infrastructure management and other facility-related needs. Following the City's required bidding/contract processes, these public facility improvements will be completed within FY 2018-19. These projects have been identified as a priority due to the need to address safety and/or compliance conditions; as well as replace deteriorating/aging infrastructure. Engineering and Maintenance staff is tasked with the responsibility of carrying out these projects to completion.





# CAPITAL IMPROVEMENT PROJECTS

## Public Facilities

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Acct. No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	Adopted Budget FY 2018-2019	Projection FY 2019-20	Projection FY 2020-21	Projection FY 2021-22	Projection FY 2022-23
3301	Fire Stations Modernization	N/A	1	\$ 15,000,000				
3302	Police Station Modernization	N/A	1	\$ 800,000				
3303	Library Modernization	N/A	1	\$ 8,500,000				
3304	City Hall Improvements	N/A	1	\$ 1,200,000				
3306	Civic Theatre Improvements	N/A	1	\$ 900,000				
3307	Rio Hondo Event Center	N/A	1	\$ 700,000				
3308	Public Works & Utility	N/A	1	\$ 500,000				
3309	Downtown Parking	N/A	1	\$ 400,000				
3310	Other City Facilities	N/A	1	\$ 1,000,000				
3311	ADA Improvements	N/A	1	\$ 1,000,000				
3320	Apollo Park	N/A	1	\$ 5,600,000				
3330	Dennis the Menace	N/A	1	\$ 2,300,000				
3340	Discovery Sports Complex	N/A	1	\$ 2,500,000				
3350	Furman Park	N/A	1	\$ 5,200,000				
3360	Golden Park	N/A	1	\$ 3,700,000				
3370	Independence Park	N/A	1	\$ 2,000,000				
3380	Rio San Gabriel Park	N/A	1	\$ 3,000,000				
3390	Wilderness Park Improvement	N/A	1	\$ 1,500,000				
3395	Treasure Island	N/A	1	\$ 200,000				
16723	Fuel Dispenser and Canopy Replacement Project	N/A	1	\$ 15,000				
16728	Futsal at Independence Park	N/A	1	\$ 405,000				
17665	Citywide Playground Structure Safety Repairs And Replacement	2500	1	\$ 86,000				
17706	Wilderness Park Improvement	N/A	1	\$ 1,915,000				
17713	Golf Course Driving Range Improvements Including Outdoor Sound And Music	1500	1	\$ 34,795				
NEW	Electric Vehicle Charging Stations	N/A	1	\$ 197,600				
<b>Grand Total</b>				<b>\$ 58,653,395</b>				

# CAPITAL IMPROVEMENT PROJECTS

## Streets

The Streets section of the Capital Improvement Program contains various capital projects related to the improvement, rehabilitation and preservation of the City's streets, sidewalks and bridges. Projects within this category specifically include street and intersection widening projects, pavement rehabilitation projects involving asphalt reconstruction, overlay or slurry seal, new sidewalk construction or replacement, bridge replacement or rehabilitation and corridor beautification. In addition, the City's participation in technical forums involving regional transportation projects including the Interstate 5 Highway Joint Powers Authority as well as the Interstate 710 Highway Expansion Project and the State Route 91/Interstate 605 Highway/Interstate 405 Highway Major Corridor Study Technical Advisory Committees is funded out of this section of the Capital Improvement Program.



# CAPITAL IMPROVEMENT PROJECTS

## Streets

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Acct. No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	Adopted Budget FY 2018-2019	Projection FY 2019-20	Projection FY 2020-21	Projection FY 2021-22	Projection FY 2022-23
16601	Paramount Blvd. at Firestone Blvd. Improvements	N/A	1	\$ 130,000				
16624	Bridge Improvements	N/A	3	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
16628	Old River School Rd. Pavement Rehab (Imperial Hwy - Arnett St.)	N/A	1	\$ 3,415,001				
16692	Firestone Blvd At Lakewood Blvd Intersection	N/A	3	\$ 2,690,000	\$ 1,200,000	\$ 1,200,000		
16693	Florence Ave Bridge Rehab at Rio Hondo River	N/A	2	\$ 1,911,385	\$ 2,671,380			
16710	Florence Ave Bridge Rehab + Widening at San Gabriel River	N/A	3	\$ 224,500				
16716	FY 18-19 thru FY 22-23 Pedestrian Improvements/New Sidewalk/Ramp Construction, District 1 and 3 & ADA Improvements	N/A	3	\$ 270,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
16717	FY 18-19 thru FY 22-23 Residential Street Resurfacing	N/A	3	\$ 1,298,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
16718	FY 18-19 thru FY 22-23 Annual Slurry Seal, Program (District 2)	N/A	3	\$ 10,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
16720	ADA Transition Plan Implementation w/in Public ROW (Phase 1)	N/A	1	\$ 200,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
16721	Tweedy Lane (Florence Ave. to Suva) Pavement Rehabilitation	N/A	2	\$ 370,000				
17728	Lighting Improvements in Proposed landscaped Area Adjacent to I-5 Freeway	1800	1	\$ 100,000				
17802	Lakewood Blvd Impr Phase 3C Gallatin Rd. To Telegraph Rd.	N/A	1	\$ 3,000,000				

# CAPITAL IMPROVEMENT PROJECTS

## Streets

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Acct. No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	Adopted Budget FY 2018-2019	Projection FY 2019-20	Projection FY 2020-21	Projection FY 2021-22	Projection FY 2022-23
17804	I-5 Florence Ave. Improvements	N/A	1	\$ 5,000				
17806	Telegraph Traffic Throughput & Safety Enhancements - (Lakewood Blvd/Rosemead Blvd. to West City Limit and Passons Blvd. to East City Limit) Phase II	2800	1	\$ 9,503,868	\$ 4,600,000			
NEW	5th St. Pavement Rehabilitation Project (Brookshire to Lakewood)	N/A	3	\$ -				\$ 325,000
	Bellflower Blvd Pavement Rehabilitation Project	N/A	3	\$ -				\$ 700,000
	Brookshire Ave. Pavement Rehabilitation Project (Gallatin to Vista del Rio)	N/A	3	\$ -		\$ 219,000		
	Cleta St. Pavement Rehabilitation Project (Downey to Lakewood)	N/A	3	\$ -		\$ 545,000		
	Downey Ave. Pavement Rehabilitation Project (Alameda to Firestone)	N/A	3	\$ -		\$ 1,678,000		
	Downey Ave. Pavement Rehabilitation Project (Gallatin to Vista del Rio)	N/A	3	\$ -			\$ 186,000	
	Dunrobbin Ave. Pavement Rehabilitation Project (Foster to Imperial)	N/A	3	\$ -			\$ 475,000	
	Firestone Blvd. Pavement Rehab.	N/A	1	\$ 286,683				
	Florence Ave, Pavement Rehabilitation Project (Paramount to Brookshire)	N/A	2	\$ -	\$ 1,076,000			
	Florence Ave. Pavement Rehabilitation Project (Brookshire to Lakewood)	N/A	3	\$ -				\$ 630,000

# CAPITAL IMPROVEMENT PROJECTS

## Streets

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Acct. No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	Adopted Budget FY 2018-2019	Projection FY 2019-20	Projection FY 2020-21	Projection FY 2021-22	Projection FY 2022-23
NEW	Florence Ave. Pavement Rehabilitation Project (Paramount Blvd to Lakewood Blvd.)	N/A	2	\$ -	\$ 100,000	\$ 2,000,000	\$ 1,000,000	
	Florence Ave. Pavement Rehabilitation Project (W/O Lesterford to San Gabriel River)	N/A	3	\$ -			\$ 295,000	
	FY 18-19 Pavement Rehabilitation at Various Locations	N/A	3	\$ 400,000	\$ 600,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
	Imperial Hwy. Pavement Rehabilitation Project (Coldbrook to San Gabriel River)	N/A	3	\$ -				\$ 1,260,000
	Lakewood Blvd. at Florence Ave. Intersection Improvements	N/A	3	\$ 4,925,000	\$ 3,850,000	\$ 800,000		
	Lakewood Blvd. at Imperial Hwy Intersection Improvements	N/A	3	\$ 4,060,000	\$ 3,200,000	\$ 635,000		
	Lakewood Blvd. Sidewalk and Parkway Tree Improvements	N/A	2		\$ 400,000			
	Pangborn Ave. Pavement Rehabilitation Project (Firestone to Cecilia)	N/A	3	\$ -		\$ 264,000		
	Paramount Blvd. at Imperial Hwy. Intersection Improvements	N/A	3	\$ 3,185,000	\$ 2,000,000	\$ 185,000		
	Paramount Blvd. Pavement Rehabilitation Project (Gardendale St. to Imperial Hwy.)	N/A	2	\$ -	\$ 450,000			
	Patton Rd. Pavement Rehabilitation Project (Stewart & Gray to Firestone)	N/A	3	\$ -		\$ 580,000		

# CAPITAL IMPROVEMENT PROJECTS

## Streets

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Acct. No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	Adopted Budget FY 2018-2019	Projection FY 2019-20	Projection FY 2020-21	Projection FY 2021-22	Projection FY 2022-23
NEW	Pavement Management System	N/A	1	\$ 100,000				
	Regentview Ave. Pavement Rehabilitation Project (Stewart & Gray to Washburn)	N/A	3	\$ -			\$ 324,000	
	Rives Pavement Rehabilitation Project (Stewart & Gray to Firestone)	N/A	3	\$ -			\$ 683,000	
	Rosecrans Ave. Pavement Rehabilitation Project (Castana to Lakewood)	N/A	3	\$ -				\$ 457,000
	Stewart & Gray Pavement Rehabilitation Project (Woodruff to Firestone)	N/A	3	\$ -			\$ 544,000	
	Stewart & Gray Rd. Pavement Rehabilitation Project (Paramount to Lakewood)	N/A	3	\$ -			\$ 1,527,000	
	Suva St. Bridge/Rio Hondo River	N/A	1	\$ 26,000				
	Suva St. Pavement Rehabilitation Project (Guatemala to Rives)	N/A	3	\$ -				\$ 322,000
	Tree Master Plan & Tree Planting at Various Locations	N/A	1	\$ 370,000				
	Tweedy Ln. Pavement Rehabilitation Project (Suva to Allengrove)	N/A	3	\$ -				\$ 370,000
	Washburn Rd. Pavement Rehabilitation Project (Bellflower to Woodruff)	N/A	2	\$ -	\$ 476,000			
	Woodruff Ave Pavement Rehabilitation	N/A	3	\$ -	\$ 600,000	\$ 600,000		
	Woodruff Ave. Pavement Rehabilitation Project (Firestone to Florence)	N/A	2	\$ -	\$ 978,000			
	Woodruff Ave. Pavement Rehabilitation Project (Foster to Imperial)	N/A	2	\$ -	\$ 1,060,000			
<b>Grand Total</b>				<b>\$ 36,680,437</b>	<b>\$ 26,761,380</b>	<b>\$ 13,206,000</b>	<b>\$ 9,534,000</b>	<b>\$ 8,564,000</b>



**City of Downey**  
California



# CAPITAL IMPROVEMENT PROJECTS

## Traffic Safety

The Traffic Safety section of the Capital Improvement Program contains various capital projects related to enhancing traffic safety, capacity and operational efficiency of the City's transportation circulation system as well as preserving the integrity of the City's neighborhoods. Specific projects included in this category are the expansion of the City's traffic signal communications system, new traffic signal installations and upgrades and the construction of new raised median islands.





# CAPITAL IMPROVEMENT PROJECTS

## Traffic Safety

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Acct. No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	Adopted Budget FY 2018-2019	Projection FY 2019-20	Projection FY 2020-21	Projection FY 2021-22	Projection FY 2022-23
16454	Traffic Safety Improvement Program	N/A	1	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
16701	Paramount Blvd Median (Firestone Bl - Imperial Hwy)	2400	1	\$ 1,710,000				
16702	Paramount Blvd Median (Firestone Bl - Florence Ave)	1200	1	\$ 1,690,000				
16722	Imperial Hwy Signalization & Safety Enhancements	N/A	2	\$ 1,230,000	\$ 1,130,000			
16729	Citywide - Striping Of All Major Roadways	N/A	1	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
17717	Firestone Blvd. Median (ORSR - West City Limit)	1500	1	\$ 1,969,720				
17729	Street Name Sign Replacement	N/A	1	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
17808	Lakewood/Rosemead Corridor Study	N/A	1	\$ 65,000				
17825	Woodruff Avenue Fiberoptic Communications & Traffic Signal Upgrades Project	N/A	2	\$ 854,164				
17826	Citywide Transit Priority System	N/A	3	\$ 154,000	\$ 657,000	\$ 1,000,000		
17827	Bike Share and Safety Education Program	N/A	1	\$ 199,000				
17830	Paramount Blvd. Signalization & Safety Enhancements	N/A	2	\$ 1,851,300	\$ 1,651,300			
17831	Stewart & Gray Rd. Signalization & Safety Enhancements	N/A	2	\$ 2,000,000	\$ 1,800,000			
17832	South Downey Safe Routes to School Project	N/A	2	\$ 508,000				
17833	Pedestrian Circulation Study	N/A	2	\$ 300,000				
17834	PW Traffic Management Center (TMC) Upgrade Phase 2	N/A	1	\$ 381,000				
NEW	Downey Bicycle Master Plan Implementation- Phase 1 Downtown/Transit	N/A	3	\$ 1,132,156	\$ 857,000	\$ 1,700,000		
<b>Grand Total</b>				<b>\$ 14,464,340</b>	<b>\$ 6,415,300</b>	<b>\$ 3,020,000</b>	<b>\$ 320,000</b>	<b>\$ 320,000</b>

# CAPITAL IMPROVEMENT PROJECTS

## Water Utility

Each year, the City's aging water infrastructure is reassessed against current policies and programs in order to prioritize and develop a list of water rehabilitation and replacement projects necessary to continue providing high quality, reliable water service. The following Water Utility Capital Improvement Projects (CIPs) represent the FY 2018-19 funding necessary for the planning, design, construction, and administration of potable and recycled water distribution and supply system improvement projects necessary to continue meeting the demands of the City's water customers into the future.



# CAPITAL IMPROVEMENT PROJECTS

## Water Utility

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Acct. No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	Adopted Budget FY 2018-2019	Projection FY 2019-20	Projection FY 2020-21	Projection FY 2021-22	Projection FY 2022-23
16583	Site Environmental Remediation/Groundwater Protection at 9255 Imperial Hwy.	N/A	1	\$ 200,000				
18642	Water Well Refurbishment	N/A	1	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
18647	Telemetry System Modifications	N/A	1	\$ 350,000				
18654	Water Distribution Mains (Design & Const)	N/A	1	\$ 75,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
18665	New Water Well	N/A	1	\$ 4,000,000	\$ 4,000,000			
18666	Well/Yard Site Security	N/A	1	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
18674	Water Infrastructure Rehabilitation	N/A	1	\$ 500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
NEW	Bellflower Blvd. Water System Improvements (Foster-Hall)	N/A	2	\$ 1,000,000				
	Paramount Blvd. Water System Improvements (5th St. - Florence Ave.)	N/A	1	\$ 575,000				
	Pellet St. and Ryerson Ave. Water System Improvements (Rio Flora Pl. - Dinwiddie St.)	N/A	1	\$ 800,000				
	Samoline Ave. Water System Improvements (Quill Dr. - Melva St.)	N/A	1	\$ 825,000				
	Telegraph Rd. Water System Improvements (Lakewood Blvd. - WCL & Passons Blvd. - ECL)	N/A	2	\$ 700,000				
	Woodruff Ave. Water System Improvements (Imperial Hwy. - Firestone Blvd.)	N/A	1	\$ 1,000,000				
<b>Grand Total</b>				<b>\$ 10,575,000</b>	<b>\$ 7,250,000</b>	<b>\$ 3,250,000</b>	<b>\$ 3,250,000</b>	<b>\$ 3,250,000</b>

# CAPITAL IMPROVEMENT PROJECTS

## Sewer and Storm Water

As with the City's water infrastructure, the City's sanitary sewer and storm water collection system rehabilitation and replacement needs are compared against current policies and programs on an annual basis in order to prioritize and develop a list of projects necessary to continue providing high quality, reliable sanitary sewer and storm water collection service. The following Sewer and Storm Water Capital Improvement Projects (CIPs) represent the FY 2018-19 funding necessary for the planning, design, construction, and administration of sanitary sewer and storm water system improvement projects necessary to continue meeting the sewer collection and storm water runoff demands of the City's customers into the future and to help ensure compliance with State Water Resources Control Board storm water and urban runoff regulations and other regulatory requirements of these wastewater collection systems.



## CAPITAL IMPROVEMENT PROJECTS Sewer & Storm Water

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Acct. No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	Adopted Budget FY 2018-2019	Projection FY 2019-20	Projection FY 2020-21	Projection FY 2021-22	Projection FY 2022-23
13944	Storm Drain Repair (Mtd)	N/A	1	\$ 200,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
13983	Pollution Discharge Elimination System	N/A	1	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
13999	Sewer Main Rehab & Repair	N/A	1	\$ 700,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 500,000
14010	Sewer Video Assessment	N/A	1	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000
14011	Refurbish Storm Drain Lift Station	N/A	1	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
14012	Catch Basin Inserts	N/A	1	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
<b>Grand Total</b>				<b>\$ 1,500,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,150,000</b>



**City of Downey**  
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Budget Practices & Calendar  
Forecasting of General Fund Revenues & Expenses  
Fiscal Policies  
Glossary of Terms  
Budget Resolution



**APPENDICES**





# APPENDIX A

## Budget Practices

The City's budget is a reflection of City policies, goals, and priorities. The fiscal policies adopted by the Council provide the framework for the City's budget development, and include:

1. Focusing on the long-term fiscal health of the City.
2. Building a prudent reserve;
3. Developing long-term strategies to reduce unfunded liabilities;
4. Controlling labor costs while minimizing layoffs;
5. Allocating one-time revenue for one-time expenses;
6. Requiring enterprise and grant funds to balance and new programs to pay for themselves; and
7. Any new expenditure requiring either additional revenue or expenditure reductions.

### Budget Development Process - Overview

The budget process assigns resources to the goals, objectives, and community priorities set by the City Council. New programs are added based on Council service and program priorities. Under the City Charter, the City Manager prepares and recommends to the City Council an operating budget and a capital improvements budget for consideration and adoption.

The annual budget cycle begins in January with the development and adoption of the City Council's priorities and goals for the upcoming fiscal year. Subsequently, budget development instructions, including policy directives, are prepared for staff. Next, a budget development calendar is prepared and presented to Council for the budget preparation. The Department heads meet with the City Manager and Finance Director to reviews and evaluate the baseline budgets and the supplemental requests, with the purpose of fulfilling City Council goals and objectives, improving management effectiveness and service delivery, or increasing productivity.

The City Manager then develops a balanced budget proposal for submission to the Budget Subcommittee. Following recommendations from the City Council's Budget Subcommittee, the Mayor and City Council are presented with the City Manager's balanced budget proposal at a budget workshop in late May or early June of each year. Copies of the City Manager's Proposed Budget are also distributed to all City Departments, and are made available to the general public through the City's website prior to the budget workshop. Through Council authorization, a budget hearing date is set in June.

With the budget workshop and the formal public hearing for adoption, the City Council has held at least 2 formal public meetings regarding the budget. Budget amendments are considered for incorporation into the proposed budget prior to the formal budget adoption. The Council adopts the budget by June 30 with the passage of a resolution following a public hearing noticed in the appointed adjudicated newspaper. A separate resolution is set with the annual appropriations limit and a third resolution sets the fees for the fiscal year.

Throughout the year, supplemental appropriations can be approved through minute action or a resolution approved by a simple majority vote of the Council. With the exception of transfers between personnel costs and operations/services costs, the City Manager is authorized to transfer amounts between or within departments or programs within any fund. The Council must approve any transfer which alters the total appropriations on any fund.

# APPENDIX A

## Budget Practices

The budget is intended to be a flexible document representing revenue and expenditure data. The current document presents audited actual data for FY 2015 and FY 2016, the adopted and year-to-date budget figures for FY 2017 and the adopted figures for 2018.

### Budget Timeline

The budget for the City of Downey is designed to serve four major purposes:

- Comply with legal requirements for charter law cities in the State of California;
- Provide an operations guide for administrative staff in the management and control of fiscal resources;
- Present the City's financial plan for the ensuing fiscal year, itemizing projected revenues and estimated expenditures; and
- Be a resource to citizens who wish to understand the operations and costs of City services.

The budget calendar can be divided into several overlapping phrases.

**Priorities Establishment**, the first phase, is the process undertaken by the City Council, in which Council enumerates ongoing programs, new concerns and marquee initiatives, and begins to prioritize each of these policy-level decisions for potential inclusion in the upcoming fiscal year budget.



In the **Policy/Strategy Development** phase, the City Management Team uses the Council's key policy issues to determine staff objectives that must be accomplished in order for the City to achieve its long-range strategic goals.

**January-February:** As part of the mid-year budget and work plan review, Council approves various program funding increases and staffing level changes that provide direction and focus for development of the upcoming budget. Finance staff develops revenue projections, operating allocations and initial staffing costs. Management meetings are held to discuss the overall economic outlook for the coming year, short and long term constraints and opportunities available to the City, implementation of goals, cross-departmental projects, etc.

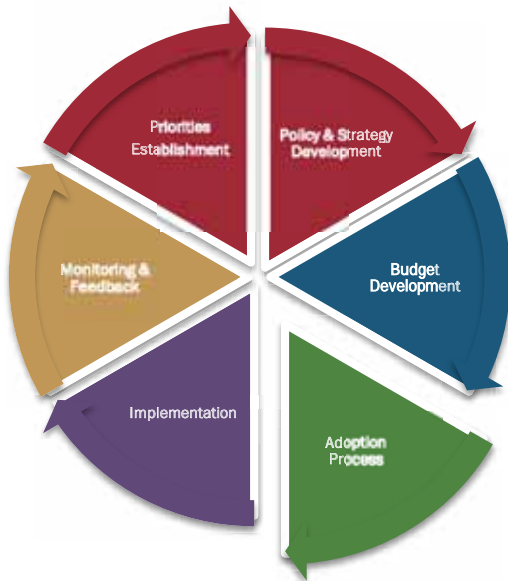
# APPENDIX A Budget Practices

In the **Budget Development** phase, Department Directors and Division Managers develop budgets that meet work plan and program objectives. Division budget requests are divided between regular costs, which fund existing levels of service (adjusted for inflation) and new requests for resources to undertake new projects. Departments present their requested budget, work plan and program objectives to the City Manager. Requests are reviewed to ensure that they meet the City needs and Council's priorities while maintaining the fiscal integrity of the City.



**March-April:** Divisions submit Operating Budget and Capital Project Requests to Finance. Finance Department provides City Manager with comprehensive budget requests, preliminary figures and outline of significant issues. Departments meet with City Manager and Finance to discuss and revise budget and update narratives.

**May-June:** City Manager and Finance Department resolve any shortfalls between proposed expenditures and proposed revenues. The Preliminary Budget, which includes the City Manager's recommended budget is finalized and presented to the Budget Subcommittee, the City Council at a budget workshop, and to the public in printed document form and on the City's website.



In the **Budget Adoption** phase, Council and the public review the recommended budget, to see how each Department has incorporated Council's long-term goals and objectives into its work plan. The public has the opportunity to comment on the budget and request revisions. Council reviews priorities and ensures the budget is balanced and meeting the needs of the City, then approves the Budget.

**June:** At the next regular City Council meeting following the Budget Workshop, the budget is presented to Council, major issues facing City are discussed and the Council and public has the opportunity to ask questions and comment.

# APPENDIX A Budget Practices

In the **Implementation** phase, any Council changes to the preliminary budget are incorporated into the final budget document. The document is then distributed to the public via the City's website or in hard copy by request to the City Clerk.

**July-August:** The Finance Department posts the Approved Budget in City's financial software system. The City uses Encumbrance Accounting to designate funds for purchase orders, contracts and other commitments, until actually expended. Encumbered funds for products and services approved in the prior year but not yet received or completed are carried over into the new fiscal year's budget upon request by each Department, but the related budget authority is subject to re-appropriation by the City Council. Prior year unexpended funds for capital projects are also rolled over to the new fiscal year. The Approved Budget is printed and posted on the City's website.



In the **Monitoring & Feedback** phase, emailed monthly reports as well as online, on-demand reports provide Department Directors and Division Managers information regarding their actual expenditure amounts (monthly and year-to-date), along with their approved budget. These reports also show the total amount of encumbered funds and calculate the remaining unobligated budget. The City's accounting software allows staff to view and print detailed budget and expenditure reports whenever necessary. Making financial information readily available, when combined with the City's fiscal policies and internal controls, enables Departments to be accountable for budget compliance throughout the year. The City Council's budget subcommittee meets regularly to hear briefings on the budget and revenue trends and provide direction to staff.



During the year, the budget is amended as necessary to meet the needs of the City. The City Council has the legal authority to amend the budget at any time. The City Manager has the authority to make administrative adjustments to the budget as long as those changes will have neither a significant policy impact nor affect budgeted year-end fund balances (fund level of budget control).

The budget is reviewed in January of each year and a formal update presented to Council in February. The main considerations are the accuracy of the revenue and expenditure projections and review of the continued appropriateness of the work plans. Adjustments in any area can be brought to Council for consideration and adoption.

### Appropriation Authority and Amendment

The City Council adopts the budget by June 30 with the passage of a resolution following a public hearing. A separate resolution sets the annual appropriations limit, and a third resolution sets the fees for the fiscal year.

Throughout the year, supplemental appropriations can be approved through the adoption of a resolution approved by a simple majority vote of the Council. With the exception of transfers between personnel costs and operations/services costs, the City Manager is authorized to transfer budgeted amounts between or within departments or programs within any fund. The Council must approve any transfer that alters the total appropriations on any fund.

### Encumbrances

Encumbrance accounting is used to designate funds for purchase orders, contracts and other commitments until actually expended. Encumbrances outstanding at year-end are carried into the next fiscal year, but the related budget authority is subject to re-appropriation by Council.

### The Budget as a Living Document

The budget is intended to be a flexible document representing revenue and expenditure data. The current document presents audited actual data for FY 2016 and FY 2017, the adopted and year-to-date budget figures for FY 2018 and adopted figures for FY 2019.

# APPENDIX A

## Budget Practices

### FY 2018-2019 Budget Calendar

Task/Milestone	Due dates
All Budget Materials distributed to Departments	01/10/2018
Budget Training	01/16/2018
Equipment Rental Rates, City Hall Rent and Liability Insurance Rates Released	01/20/2018
City Council Priority Workshop	01/29/2018
Proposed Position Changes	02/09/2018
Review of City Council Priorities	02/16/2018
Capital Projects Request Submitted to Public Works Department	02/23/2018
Budget Expenditure Input in EDEN by Departments	03/02/2018
Program Budget Narratives, Equipment Requests, Contractual Detail, Statistics Update, Accomplishments and Goals to City Manager's Office	03/07/2018
Capital Improvement Project (CIP) Budget & Project Description Summary submitted from Public Works	03/07/2018
Review Preliminary Expenditure Request	03/07/2018
Finance Director Budget Review	03/08-16/2018
City Manager Budget Review Sessions with Departments	03/19-30/2018
Revision to Budget Narratives and Detail to City Manager's Office	04/06/2018
Council Budget Sub-Committee Review Session	04/03-06/2018
Department PowerPoint Slides	05/04/2018
Council Budget Workshop at Council Chamber	05/30/2018
<b>Final Budget Approval</b>	<b>06/26/2018</b>

## Forecasting of General Fund Revenues and Expenditures

The City's General Fund is the sole focus of the 2018-2024 financial outlook. Approximately 68% or two thirds of the city's General Fund revenues consist of three revenue sources: Property Tax, Sales Tax and Utilities Users Tax. Other General Fund revenues include Business License Tax, Franchise Tax, Building and Planning Permits, Charges for Services, Ambulance Service Delivery Fee and Other Revenues.

Approximately 64% of the General Fund Expenditures are for public safety which includes Police and Fire. The rest is for all other departments combined.

The 2018-2023 outlook forecasts General Fund revenues and expenditures for the next five years.

	ESTIMATED	BUDGET	PROJECTED REVENUES				
	2017-2018	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Property Tax	25,796,994	27,237,688	27,918,630	28,616,596	29,332,011	30,065,311	30,816,944
Sales Tax	21,154,950	22,251,067	23,141,110	24,066,754	25,029,424	26,030,601	27,071,825
Sales Tax - Measure S	4,300,000	4,600,000	5,824,000	6,056,960	6,299,238	6,551,208	6,813,256
Utility User	7,325,000	7,065,000	7,206,300	7,350,426	7,497,435	7,647,383	7,800,331
Transfers In/ Other Revenues	25,629,858	26,981,781	28,745,417	29,320,325	29,906,731	30,504,866	31,114,963
One Time Revenue	1,025,000	1,000,000	-	-	-	-	-
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 85,231,802</b>	<b>\$ 89,135,536</b>	<b>\$ 92,835,457</b>	<b>\$ 95,411,061</b>	<b>\$ 98,064,839</b>	<b>\$ 100,799,370</b>	<b>\$ 103,617,320</b>
	ESTIMATED	BUDGET	PROJECTED EXPENSES				
	2017-2018	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
MISC Salary Cost	10,716,694	11,005,948	11,226,067	11,450,588	11,679,600	11,913,192	12,151,456
MISC PERS Costs	2,528,297	2,676,535	2,772,890	2,883,806	2,973,204	3,056,454	3,142,034
MISC Other Benefit Costs	2,664,196	2,730,013	2,811,913	2,896,271	2,983,159	3,072,654	3,164,833
Misc Other Operating Costs/ Transfers Out	15,887,656	15,615,508	15,927,818	16,246,375	16,571,302	16,902,728	17,240,783
<b>SUBTOTAL</b>	<b>\$ 31,796,843</b>	<b>\$ 32,028,004</b>	<b>\$ 32,738,689</b>	<b>\$ 33,477,039</b>	<b>\$ 34,207,265</b>	<b>\$ 34,945,027</b>	<b>\$ 35,699,106</b>
Public Safety Salaries	26,748,678	28,346,233	29,054,889	29,781,261	30,525,793	31,288,937	32,071,161
Public Safety PERS Costs	11,924,028	13,409,985	14,160,944	15,010,601	15,701,088	16,329,132	16,982,297
Public Safety Other Benefit Costs	7,585,625	7,954,962	8,575,449	9,244,334	9,965,392	10,742,693	11,580,623
Public Safety Other Operating Costs	7,160,433	7,377,509	7,525,059	7,675,560	7,829,072	7,985,653	8,145,366
<b>SUBTOTAL</b>	<b>\$ 53,418,764</b>	<b>\$ 57,088,689</b>	<b>\$ 59,316,341</b>	<b>\$ 61,711,756</b>	<b>\$ 64,021,345</b>	<b>\$ 66,346,415</b>	<b>\$ 68,779,447</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 85,215,607</b>	<b>\$ 89,116,693</b>	<b>\$ 92,055,030</b>	<b>\$ 95,188,796</b>	<b>\$ 98,228,610</b>	<b>\$ 101,291,442</b>	<b>\$ 104,478,553</b>
<b>SURPLUS OR DEFICIT</b>	<b>16,195</b>	<b>18,843</b>	<b>780,427</b>	<b>222,265</b>	<b>(163,770)</b>	<b>(492,073)</b>	<b>(861,233)</b>
<b>BEGINNING FUND BALANCE</b>	<b>28,701,197</b>	<b>28,717,392</b>	<b>28,736,235</b>	<b>29,516,662</b>	<b>29,738,927</b>	<b>29,575,157</b>	<b>29,083,084</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 28,717,392</b>	<b>\$ 28,736,235</b>	<b>\$ 29,516,662</b>	<b>\$ 29,738,927</b>	<b>\$ 29,575,157</b>	<b>\$ 29,083,084</b>	<b>\$ 28,221,850</b>



**City of Downey**  
California





**I. WE WILL COMPLY WITH ALL THE REQUIREMENTS OF GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP).**

This policy is self-explanatory. We sometimes hear stories of how public or private entities use “creative accounting” to paint a more positive picture than might really exist. We will always conduct our financial affairs and maintain our records in accordance with GAAP as established by the Government Accounting Standards Board to maintain accuracy and public confidence in our financial reporting systems.

**II. WE WILL MAINTAIN A BALANCED OPERATING BUDGET FOR ALL GOVERNMENTAL FUNDS, INSURING THAT ONGOING REVENUES ARE EQUAL TO OR GREATER THAN ONGOING EXPENDITURES.**

### General Fund

This policy requires that in any given fiscal year we adopt a balanced operating budget where operating revenues are equal to, or exceed, operating expenditures. As defined in Appendix D, a balanced budget means expenditures are equal to revenues. This “pay as you go” approach mandates that any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and the balance will be available for one time or limited term expenditures including Capital Projects.

### Special Revenue Funds

In the Special Revenue Funds we recommend formal adoption of our current balanced budget policy, as long as it does not interfere with legal or grantor requirements. Balances in these funds are either committed to approved projects or are to be applied to projects or programs within Federal, State, and County guidelines. In some cases, the funds could be used to meet some of the needs on the Capital Projects list.

### Capital Project Funds

The resources of the Debt Service Funds are legally designated for, and restricted to, payment of long-term debt. Capital Project Funds will be utilized to account for projects funded through debt. Our current reserving policy should be maintained.

**III. WE WILL REQUIRE THAT ALL PROPRIETARY FUNDS BE SELF-SUPPORTING.**

### Enterprise Funds

The Enterprise Funds or City districts should be supported by their own rates and not subsidized by the General Fund other than special benefit zones designed to enhance public/private partnerships. We will assess charges against those funds at a reasonable rate for services provided by General Government. The annual budget shall include a reserve for replacement costs.

### Internal Service Funds

The City will continue its current policy of funding the Internal Service Fund.

- IV. WE WILL MAINTAIN AN APPROPRIATED GENERAL FUND EMERGENCY RESERVE EQUIVALENT TO 20% OF THE GENERAL FUND BUDGET AND AN STABILITY RESERVE EQUIVALENT TO 15% OF THE GENERAL FUND BUDGET.**

### General Fund

Unforeseen developments and crises may occur in any given budget year. Monies in this reserve can be used for myriad situations, including:

- Catastrophic events, natural disaster
- Legislative or judicial mandate to provide a new or expanded service or program;
- One-time Council approved expenditure;
- Unexpected increase in inflation (CPI);
- Favorable markets for capital expenditures.

In an effort to ensure the continuance of sound financial management of public resources, the Downey City Council adopted a General Fund Reserve Policy requiring a targeted level for total General Fund Reserves at 35% of the average of the last three years of revenues. This reserve will cover a large number of situations. For example, such a reserve will allow the City to maintain a high level of quality service in times of a depressed economy.

Additionally, the reserve allows the Council to have the fiscal latitude to finance a one-time expenditure or the ability to maintain our commitment to social programs while we develop a plan to reduce expenses.

The Downey City Council's adopted General Fund Reserve Policy of 35% is the minimal level necessary to provide a measure of protection in the event that the General Fund experiences a major loss of revenue, or an unexpected major increase in expenditures. Such reserves would be available only as a temporary revenue source to be used while an orderly financial plan for cost reduction or revenue enhancement is developed. Generally speaking, a 35% reserve should ensure that

there are enough funds to keep the City operating for at least four months. The General Fund Reserves consists of the total of the Emergency Reserve and the Stability Reserve.

### **Emergency Reserve**

An Emergency Reserve will be maintained for the purpose of sustaining General Fund operations in the case of a public emergency such as a natural disaster or other unforeseen catastrophic event. The Emergency Reserve will not be accessed to meet operating shortfalls or to fund new programs or personnel. This reserve may be expended only if an event is determined to be a public emergency by a two-thirds vote of the City Council, when such expenditures are necessary to ensure the safety of the City's residents and their property. In the event this reserve is reduced below the amount established by this policy, the City Council shall prepare a plan as promptly as conditions warrant to replenish the Emergency Reserve balance to the policy level.

### **Stability Reserve**

A Stability Reserve will be maintained to mitigate financial and service delivery risk due to unexpected revenue shortfalls or unanticipated critical expenditures. The purpose of this reserve is to provide budgetary stabilization and not serve as an alternative funding source for new programs and ongoing operating expenditures. Recommendations to appropriate from the Stability Reserve will be brought forward by the City Manager and will require approval by a majority of the City Council. In the event this reserve is reduced below the amount established by this policy, the City Council shall prepare a plan as promptly as conditions warrant to replenish the Stability Reserve balance to the policy level.

The City Council's adopted reserve policies set specific target levels at percentages of General Fund budget levels. For example, if the last three years' General Fund operating revenues budgets were \$80,000,000, \$85,000,000 and \$85,000,000, the average is \$83,000,000 and the policy requires a total of 35% amount, or \$29,000,000 to be set aside and maintained. Reserves, if drawn down, will be replenished first out of operating surpluses, if any, and second out of unappropriated balances as an interim measure until expenditure levels versus reserves are brought into balance.

### **Special Revenue Funds**

We recommend the continuation of reserve levels at 5% of the operating budget for these funds as long as they do not interfere with legal or grantor requirements. The following special revenue funds would be exempted from this due to grantor requirements: CDBG (Federal Funds) and the Air Quality Fund.

### **Debt Service Reserve Funds**

We recommend that reserve levels be established as prescribed by the bond covenants adopted at the time of issuance of debt.

### Enterprise Funds

We recommend the continuation of reserve levels at 5% of the operating budget for these funds. This working capital reserve would provide sufficient time to allow the City to react and adopt a plan to deal with adverse economic circumstances. Additionally, a Capital Improvement and Replacement Reserve will be evaluated for each Operation and Enterprise.

### Internal Service Funds

We recommend the continuation of reserve levels which would allow the City to maintain this fund.

- V. WE WILL ASSUME THAT NORMAL REVENUE INFLATION WILL GO TO PAY NORMAL INFLATION EXPENSES. ANY NEW OR EXPANDED PROGRAMS WILL BE REQUIRED TO IDENTIFY FUNDING SOURCES OR WILL BE OFFSET BY COST REDUCTIONS THROUGH CUTTING BACK OR ELIMINATING OTHER PROGRAMS.**

Normal revenue growth i.e., increased amounts from existing sources, may not always increase at a rate equal to or faster than the expenses they support. As a result, we avoid using such revenue as start-up money for new projects or programs that have ongoing costs. Increases in service levels should be supported by new revenue sources or reallocation of existing resources. If normal revenue inflation does not keep up with expense inflation, we will decrease expenses or seek new revenues. If long-term revenues grow at a rate faster than expense inflation we can consider expanding service levels accordingly.

- VI. WE WILL MAINTAIN A LONG-RANGE FISCAL PERSPECTIVE THROUGH THE USE OF A FIVE-YEAR CAPITAL IMPROVEMENT PLAN AND REVENUE FORECAST.**

A long-range financial perspective is recommended to provide a more comprehensive and thorough overview of the Council's long-term financial goals. Components of this plan include the five year Capital Improvement plan supported by reserve analysis. This approach will span a greater length of time than existing analytical practices and will be supported by historical data for comparative and projection information. This plan will allow Council to ensure that all assumptions with respect to revenues, expenditures, and fund balances are in line with its financial policies and goals.

The five year Capital Improvement plan will incorporate all capital projects, improvements, and high cost maintenance. High cost maintenance will include the City's pavement maintenance master plan. This five year Capital Improvement plan

will be funded by a variety of means including cash basis and long-term debt. The City, by developing this plan, is making a commitment to reinvest in its infrastructure.

### **VII. MAJOR CAPITAL IMPROVEMENTS OR ACQUISITIONS WILL BE MADE USING LONG-TERM FINANCING METHODS, RATHER THAN OUT OF OPERATING REVENUE.**

The traditional method by which a local government obtains funds for Capital Improvements has been to issue long-term debt instruments such as municipal bonds, which mature 20 to 30 years from the date of issuance. In general, a municipal bond issue's maturity should approximate the useful life of the asset being financed.

Long-term needs should be financed, as much as possible, with long-term debts, grants and special revenues.

We recommend matching financing mechanisms to the goals and objectives established by fiscal policy.

For example, if a root pruning program is approved by the Council, staff will research what type of financing would best match the City's needs (i.e., special assessments will meet the objectives of a root pruning program because it allows the City to establish an assessment district benefit only to certain portions of the City). Long-term debt would be used to meet the objectives of raising funds for the proposed major capital outlay, such as the construction of a fire facility which would benefit the entire community, etc.

Specifically, we recommend that these general rules be used in determining what to finance and how:

- A. Capital projects of less than \$100,000 should be financed out of operating revenues.
- B. Projects in excess of \$100,000 or inter-related projects in excess of \$100,000 should be made a part of the 10 year needs assessment and 5 year capital plan, and all such projects should be grouped to allow effective use of financing mechanisms, bonds, co-ops, lease purchase, etc.
- C. Ongoing expenses related to Capital projects (e.g., maintenance and staffing costs) must be identified and the source of ongoing revenues to support those costs must be identified. Debt financing will not be used to support ongoing operating costs.

### **VIII. WE WILL MAINTAIN SOUND BUDGETING PRACTICES INSURING THAT SERVICE DELIVERY IS PROVIDED IN AN EFFICIENT AND EFFECTIVE MANNER.**

The policies and procedures listed here are specific to the development and administration of the annual operating budget. These policies have been assembled to facilitate the development and administration of the annual budget by reinforcing the concept of a balanced budget. The policy is designed to prevent over-expending of the budget, and rewarding cost effective approaches to service delivery.

### Revenues

The City will strive to maintain a diversified and stable revenue stream to minimize the impact of short-term fluctuation in any one revenue source.

The City will establish and maintain a process for reviewing and analyzing each major revenue source to ensure that receipts are maximized.

Whenever practicable, revenue sources will be designed or modified to allow collections to grow at a rate which keeps pace with the cost of providing services.

### Expenditures

Essential City services and programs designed to carry out elements of Council's established priorities will receive priority funding.

The City will strive to balance current year expenditures with current year revenues and will minimize the use of lease/purchase arrangements that obligate the City past the current year. Long-term debt will not be used to finance current operating expenditures.

The budget will provide for adequate maintenance of capital equipment and infrastructure. Replacement will be made according to a designated schedule developed by the Finance Department.

### Department Accountability

During the course of the fiscal year, budget accountability rests primarily with the operating departments of the City. In accomplishing the programs and objectives for which the budget was authorized, department directors are responsible for ensuring that their respective budgets stay within the prescribed funding levels.

Departments/Divisions are authorized to purchase only those commodities or services that have been approved for funding and all purchases will be made in accordance with the City ordinance and Administrative Regulations. For each assigned funding source, the department/division is obliged to stay within budget by each major expense category of personnel, operating, and capital. Within each of these three categories, the department/division should not exceed the available balance in the object code to be charged. The division/department head should

ensure that a sufficient balance exists in another object code within the same expenditure category and within the same fund to offset the overrun.

A department should not use savings to purchase unbudgeted items or to cover overruns in capital expenditures, nor should any savings be used to increase appropriations to activities specifically limited by the City Council.

### Budget Transfers

Transfers can be made at the department director's request as long as the funds being reallocated are within the same department and funding source.

The Finance Department has supportive roles in assuring budget accountability. Their responsibilities are as follows:

**Accounting:** To audit expenditures on a regular basis, and to advise departments in writing of any current or pending expenditure overruns of a significant amount.

**Purchasing:** To check that purchases are appropriate and charged to the proper account code and to forward any requisitions of a questionable nature to Budget for review.

**Budget:** To provide accurate expenditure reports to departments/divisions by the 15<sup>th</sup> working day of each month for the preceding month.

At any time during the fiscal year, to report to the City Manager any significant budget variance that cannot be reconciled with the division/department responsible for incurring the variance.

### IX. WE WILL REQUIRE EACH APPROPRIATION ITEM TO INCLUDE A FISCAL IMPACT ANALYSIS PRIOR TO FORMAL AGENDIZING.

Throughout any budget year, there are many items brought before the City Council for consideration. The decisions they make on these items often require the expenditure of funds. If the decision results in approval of funds already appropriated in the budget, the fiscal impact is already known. But if the decision includes spending more than anticipated in the budget or requires a new appropriation, the fiscal impact needs to be thoroughly analyzed. To this end, we will require that all requests to Council for new or supplemental appropriations be accompanied by an analysis of the fiscal impact. The analysis should include:

- Amount of funds requested
- Source of funds requested
  - New revenue

- Reallocation of existing revenue
- New rates or fees
- Impact of request, as applicable
- Decrease in any activity to support other activities

**X. WE WILL COMPLY WITH OUR DEBT POLICY BY NOT USING LONG-TERM DEBT TO PAY FOR CURRENT OPERATIONS.**

The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.

The term of the debt shall never extend beyond the useful life of the improvements to be financed.

It is the City's goal to maintain investment grade rating of A+ from rating agencies. The factors that contribute to City's high rating include the City's strong financial management, low debt levels, budgetary and fiscal controls, and accountability. To support this policy, the city will continue to maintain its position of full financial disclosure and proactive financial planning.

Pursuant to State of California Government Code Section 43605, the City's legal bonded indebtedness shall not exceed 15% of the assessed value of all real and personal property in the City. This debt limit is applicable to general obligation bonds. This code section, however, does not apply to bonded indebtedness of the Downey Redevelopment Agency. As of June 30, 2018, the City had no bonded indebtedness against its debt limit of \$1,788,683,000. On December 5, 2017, the City issued \$45,415,000 of lease revenue bonds with the temporary Measure S half-cent sales tax revenues. The City will comply with the legal limits of debt. The City has no single, comprehensive debt policy statement.

Accordingly, State law pertaining to local government debt and past City debt transactions serve as a de facto policy. The City's practice is not to obligate the resources of the General Fund for the purpose of financing long-term debt. General Fund resources are allocated toward the City's provision of basic municipal services, such as Public Safety, Parks and Maintenance, Library, Recreation & Community Services, and Citywide Administration.

The total indebtedness has been segregated below and summarized as to the changes there in during the Fiscal Year Ended June 30, 2017. This data contains audited numbers from the June 30, 2017 Comprehensive Annual Financial Report (CAFR).



## APPENDIX C

### Fiscal Policies

There are a number of limitations and restrictions contained in the various bond indentures. The City is in compliance with all significant limitations and restrictions.

2005 Pension obligation bonds \$17,690,000

2014 Lease Agreement (2002 COP refunded) \$ 5,070,000

CITY OF DOWNEY COMPUTATION OF LEGAL DEBT MARGIN (dollars in thousands) JUNE 30, 2019	
Assessed Value For June 30, 2019	\$11,924,555
Debt Limit: 15 % of Assessed Valuation*	\$1,788,683
Amount Of Debt Applicable To Debt Limit Total Bonded Debt	\$0
Legal Debt Margin	\$1,788,683
Percent Of Legal Debt Limit Authorized	0.00%

\*The Legal Debt Limit of 15% is established by California Code Section 43605.  
SOURCE: Los Angeles County Assessor 2018-19 Combined Tax Rolls



**City of Downey**  
California



### A

#### ***Accrual Accounting***

Accounting method that records revenues and expenses when they are incurred, regardless of when cash is exchanged.

#### ***Ad Valorem (according to the value)***

Taxes imposed at a rate based on percent of value. Property taxes are ad valorem taxes.

#### ***Americans with Disabilities Act (ADA)***

Federal legislation which mandates elimination of discriminatory treatment of persons who have physical or mental disabilities.

#### ***Appropriation***

Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes.

### B

#### ***Balanced Budget***

A budget is balanced when current expenditures are equal to current revenues.

#### ***Bonds***

A way of raising capital or borrowing that involves a written promise to pay specific amounts, including interest, on specific dates.

#### ***Budget***

The financial plan for the operation of a program or organization which includes an estimate of proposed expenditures for a given period and the proposed means of financing those expenditures. The City has adopted an operating financial plan for one year and a five year capital projects work plan, with actual appropriations made annually.

### C

#### ***City Manager's Transmittal Letter***

A general outline of the proposed budget which includes comments regarding the government's financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

#### ***CAFR (Comprehensive Annual Financial Report)***

A report on the financial operations of the City prepared in accordance with generally accepted accounting principles (GAAP) as set forth in the pronouncements of the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board.

#### ***Capital Expenditures***

An acquisition or an improvement (as distinguished from a repair) that will generally have a life of five years or more. The City of Downey's Operating Budget defines "Capital" as acquisitions costing \$5,000 or more.

#### ***Capital Improvement Program (CIP)***

Work which builds or improves City owned assets such as buildings, parks, streets, and other infrastructure components. Capital projects often span more than one fiscal year, utilizing funding sources which may include long term debt as well as current resources.

#### ***Capital Outlay***

Fixed assets which have a value of \$5,000 or more and have a useful economic lifetime of more than one year.

#### ***Contractual Services***

Services other than those rendered by employees, such as contractual arrangements and consultant services which may be required by the City.

### D

#### ***Depreciation***

A noncash expense that reduces the value of an asset as a result of wear and tear, age, or obsolescence.

### E

#### ***Expenditures***

The cost of goods received or services rendered for the government unit. Expenditures are charged against an appropriation when incurred, not when paid.

### F

#### ***Fiduciary***

Trustee or agent. A fiduciary fund is used to account for assets held by the government in a trustee capacity.

#### ***Fiscal Year***

A twelve month period to which an annual operating budget applies. The City of Downey fiscal year is from July 1 through June 30. Fiscal Year 2002 would be the period from July 1, 2001 to June 30, 2002. FY 2006-2008 refers to the period beginning July 1, 2006 and ending June 30, 2008.

#### ***Franchise Fees***

A fee charged for the right or license granted to an individual or group to market a company's goods or services in a particular territory.

#### ***Fringe Benefits***

Benefits paid by the City of Downey for retirement, group medical, life, worker's compensation and unemployment insurances and other benefits contingent upon employment and in addition to wages.

#### ***Fund***

The fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources together with all related liabilities and residual equity or balances and changes therein which are segregated for the purpose of carrying out specific activities or obtaining certain objectives in accordance with special regulations, restrictions or limitations.

#### ***Fund Balance***

Reserves remaining after the application of available revenues and resources to support expenditures for the fund.

### G

#### ***General Fund***

A fund used to account for all financial resources except those required to be accounted for in another fund.

#### ***Geographical Interface System (GIS)***

Geologic and geotechnical information about land parcels in the City gathered into a data base and used in planning, licensing, decision making, etc.

#### ***Goal***

Broad statements of desired results for the City, department, and/or activity relating to the quality of services to be provided to the citizens of Downey.

### I

#### ***Infrastructure***

The underlying foundation or basic framework of a system or organization, such as the roads, sewers, and storm drains, etc.

### L

#### ***Level of Service***

Generally used to define the existing or current services, programs and facilities provided by the government for its citizens. Level of service of any given activity may be increased, decreased, or remain the same depending upon the needs, alternatives and available resources.

#### ***Leveraged Funds***

The use of general fund resources to purchase special revenue funds at a discounted rate. Because the special revenue funds can only be spent on limited things, other Cities will exchange them for General Fund revenues, which are not restricted in the same way. Thus we can buy \$50,000 of Prop A transportation funds for \$40,000, thus leveraging, or increasing, the value of the \$40,000.

#### ***Line Item***

Level of detail resulting in an array of “lines” within a budget. Refers to the manner in which appropriations are made.

### M

#### ***Modified Accrual***

The accrual basis of accounting adapted to governmental fund-type measurement focus. Revenues are recognized when they become both measurable and available; expenditures are recognized when the liability is incurred.

### O

#### ***Objectives***

Specific achievements that an organization seeks to accomplish within a given time frame which are directed to a particular goal.

#### ***Operating Budget***

The part of the budget that applies to the daily activities of the City, rather than to the capital improvement projects. The budgets of each division make up the operating budget.

### P

#### ***Program***

A group of associated activities directed toward the attainment of established City goals.

### R

#### ***Revenue***

Income received by the City of Downey to support the government’s program of services to the citizens. Income includes such items as property tax, sales tax, fees, user charges, grants and fines.

#### ***RFP (request for proposal)***

Solicitation by the City for proposals from other organizations/agencies/vendors to provide a service.

#### ***RFQ (request for quotations)***

Solicitation by the City to vendors for quotations of the cost to provide a product or service.

### S

#### ***Special Assessment***

A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties. The assessment cannot exceed the cost of providing the service.

***Special Assessment Funds***

Used to account for the revenues and expenditures of fund used for improvements or services deemed to benefit primarily the properties against which special assessments are levied. For example, the City has a Lighting and Landscape District Fund used for maintenance, operating and servicing of the boulevard median and parkways within the District.

***Special Revenue Funds***

Funds used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

***Subvention***

Revenues collected by the State and allocated to the City on the basis of a formula, such as gas taxes and motor vehicle in-lieu fees (a portion of vehicle registration).

***T******Taxes***

Compulsory charges levied by government for the purpose of financing services performed for the common benefit. This does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Additionally, it does not include charges for services rendered only for those paying such charges.

## Operational Impacts of Capital Improvement Projects

### General Fund Operational Impacts

The vast majority of projects in the City's five year capital improvement project plan are capital maintenance projects with no future net impact on the general fund operating budget. In a few cases, there may be some minor savings due to increased energy efficiency or a reduction of water use. The full list of capital improvement projects can be found in the CIP Section of this budget. Where there will be operational impacts (i.e., landscaping services required after the installation of a new landscaped median) those costs have been noted in the chart depicting CIP project cost projections over the next five years. The following chart lists only those planned capital projects which are expected to impact the General Fund operating budget upon completion.



# Operational Impacts to Capital Improvement Projects

## Public Facilities

Acct. No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	Adopted Budget FY 2018-2019	Projection FY 2019-20	Projection FY 2020-21	Projection FY 2021-22	Projection FY 2022-23
17665	Citywide Playground Structure Safety Repairs And Replacement	\$ 2,500	1	\$ 86,000				
17713	Golf Course Driving Range Improvements Including Outdoor Sound And Music	\$ 1,500	1	\$ 34,795				
<b>Grand Total</b>				<b>\$ 120,795</b>				

## Streets

Acct. No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	Adopted Budget FY 2018-2019	Projection FY 2019-20	Projection FY 2020-21	Projection FY 2021-22	Projection FY 2022-23
17728	Lighting Improvements in Proposed landscaped Area Adjacent to I-5 Freeway	\$ 1,800	1	\$ 100,000				
17806	Telegraph Traffic Throughput & Safety Enhancements - (Lakewood Blvd/Rosemead Blvd. to West City Limit and Passons Blvd. to East City Limit) Phase II	\$ 2,800	1	\$ 9,503,868	\$ 4,600,000			
<b>Grand Total</b>				<b>\$ 9,603,868</b>	<b>\$ 4,600,000</b>			

## Traffic Safety

Acct. No.	Project Title	General Fund Impacts	Project Priority 1-W/in 1Yr 2-W/in 2Yr 3-W/in 3Yr	Adopted Budget FY 2018-2019	Projection FY 2019-20	Projection FY 2020-21	Projection FY 2021-22	Projection FY 2022-23
16701	Paramount Blvd Median (Firestone Bl - Imperial Hwy)	\$ 2,400	1	\$ 1,710,000				
16702	Paramount Blvd Median (Firestone Bl - Florence Ave)	\$ 1,200	1	\$ 1,690,000				
17717	Firestone Blvd. Median (ORSR - West City Limit)	\$ 1,500	1	\$ 1,969,720				
<b>Grand Total</b>				<b>\$ 5,369,720</b>				



# APPENDIX F

## Adopted Budget Resolution

### RESOLUTION NO. 18-7812

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DOWNEY ADOPTING THE FISCAL YEAR 2018-2019 BUDGET AND THE ANNUAL APPROPRIATIONS LIMIT**

**WHEREAS**, the City Council has given careful consideration to the proposed budget recommended by the City Manager for the Fiscal Year 2018-2019.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DOWNEY DOES  
HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** That the budget for the City of Downey for fiscal year 2018-19, is hereby adopted as set forth in the statement of Summary of Resources and Requirements by Fund. The City Manager is hereby authorized to expend, in accordance with the laws of the State of California, the Charter of the City of Downey and its ordinances, on behalf of the City Council, an amount of \$262,021,127 for City operations as per Exhibit "A".

**SECTION 2.** That staff is directed to prepare and publish a final budget document incorporating those changes approved by Council.

**SECTION 3.** In accordance with Article XIII-B of the State Constitution, and using data furnished by the State Department of Finance and the Los Angeles County Assessor, the appropriations limit for Fiscal Year 2018-2019 has been calculated.

The calculations indicated below, are computed by adjusting the appropriations limit for Fiscal Year 2017-2018 for the percentage change in either California's per capita personal income (3.67%) or the City's total assessed valuation due to new non-residential construction (8.88%); and the percentage change in population of either the County of Los Angeles (0.51%) or the City (0.42%). Since the percentage change in the City's total assessed valuation due to new non-residential construction will provide greater benefit to the City, these factors have been selected to compute the fiscal year 2018-2019 appropriations limit. Using these factors, the appropriations limit for 2018-2019 is \$196,472,846, which basically means that certain aspects of the budget cannot exceed this amount. The proposed budget, currently under consideration, has appropriations subject to this limit of \$66,961,481.

**SECTION 4.** The appropriations specified herein shall constitute the maximum amounts authorized for each department in each fund. The City Manager is hereby authorized to make budgetary transfers between departments in a fund if, in his opinion, such transfers are necessary and proper to the effective operation of the City; provided, however, that:

- (a) Appropriations for personnel costs cannot be transferred to supply and service accounts.
- (b) Any non-budgeted equipment, new or replacement, which costs more than \$10,000, requires prior City Council approval.
- (c) The City Manager will inform the City Council of the purchase of non-budgeted equipment, new or replacement that costs less than \$10,000.
- (d) Authorized manpower levels as specified in the Budget document are neither increased nor transferred without prior approval of the City Council. However, the City Manager may exceed authorized manpower levels on a temporary basis to provide for the effective training and orientation of new employees.

# APPENDIX F

## Adopted Budget Resolution

**RESOLUTION NO. 18-7812**  
**PAGE 2**

**SECTION 5.** That for the fiscal year ending June 30, 2018, the amount of General Fund Net Increase in Fund Balance shall be deposited into an Assigned General Fund balance account to provide future resources for fiscal emergencies.

**SECTION 6.** The number and classification of employees as specified in the Budget and any amendments or revisions authorized by the City Council are hereby authorized for the fiscal year.

**SECTION 7.** The City Clerk shall certify to the adoption of this Resolution.

**APPROVED AND ADOPTED** this 26<sup>th</sup> day of June, 2018.

  
\_\_\_\_\_  
SEAN ASHTON, Mayor

**ATTEST:**

  
\_\_\_\_\_  
MARIA ALICIA DUARTE, CMC  
City Clerk

**I HEREBY CERTIFY** that the foregoing Resolution was adopted by the City Council of the City of Downey at a regular meeting held on the 26<sup>th</sup> day of June, 2018 by the following vote, to wit:

**AYES:** Council Members: Pacheco, Saab, Vasquez, Rodriguez, Mayor Ashton  
**NOES:** Council Member: None.  
**ABSENT:** Council Member: None.  
**ABSTAIN:** Council Member: None.

  
\_\_\_\_\_  
MARIA ALICIA DUARTE, CMC  
City Clerk

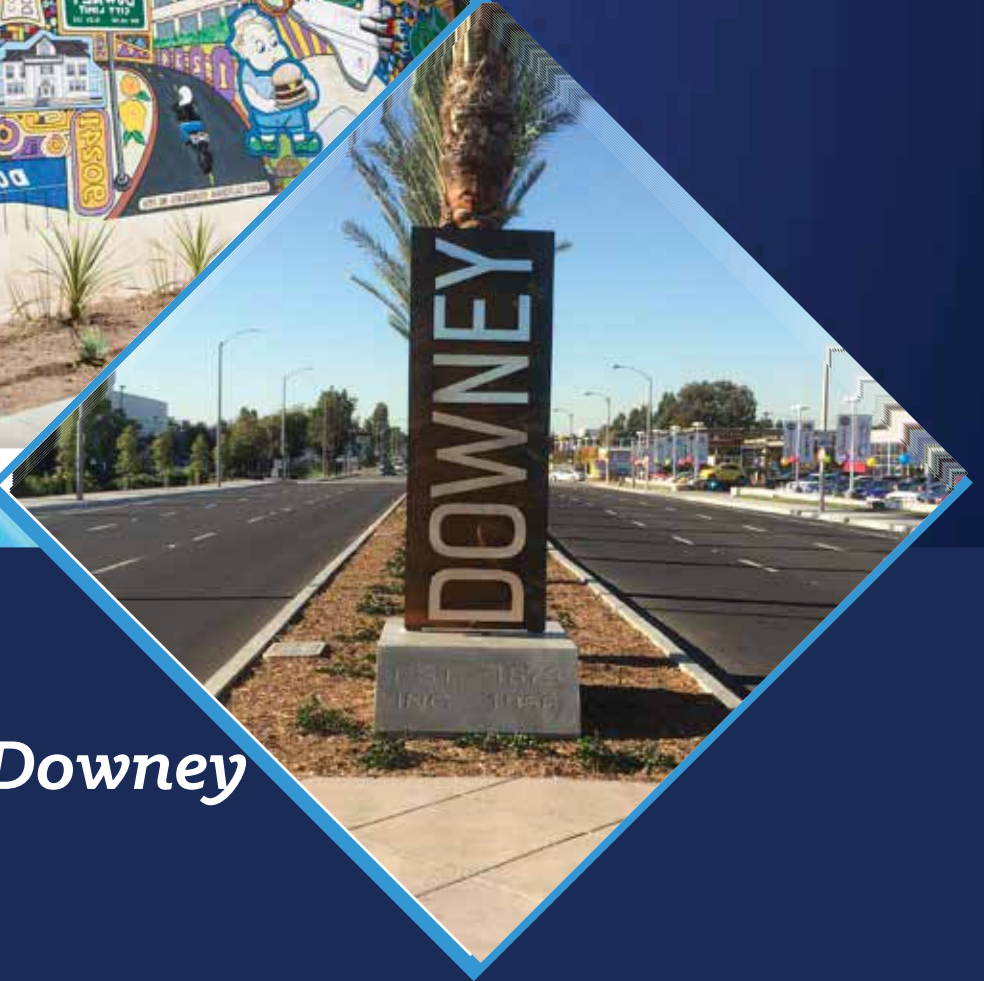
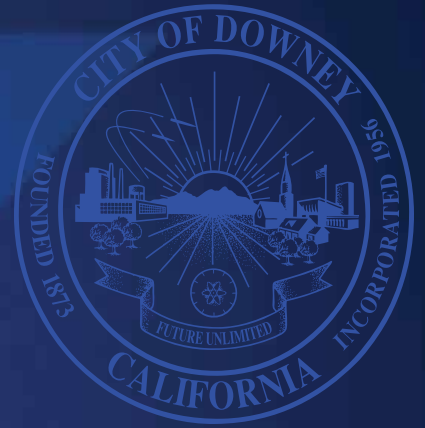
### Exhibit A

Fund No.	Fund	Estimated				Transfers from Other Funds	Total Resources Available	Opening Expenditures	Equipment	Capital Projects	Transfers to Other Funds	Total Requirements	Project Ending Balances June 30, 2019	Fund
		Beginning Balance July 1, 2018	Estimated Revenues	Transfers from Other Funds	Total Resources Available									
<b>General and Reserve Funds</b>														
10	General Fund	\$ 29,994,034	\$ 86,077,036	\$ 3,348,500	\$ 119,420,170	\$ 87,996,505	\$ 24,000			\$ 1,386,188	\$ 89,116,693	\$ 30,303,477	General Fund	
10	General Fund - Restricted	\$ 5,316,150			\$ 5,316,150					\$ 290,000	\$ 290,000	\$ 5,026,150	General Fund	
	<b>Sub Total</b>	<b>\$ 35,310,184</b>	<b>\$ 86,077,036</b>	<b>\$ 3,348,500</b>	<b>\$ 124,736,320</b>	<b>\$ 87,996,505</b>	<b>\$ 24,000</b>			<b>\$ 1,676,188</b>	<b>\$ 89,406,693</b>	<b>\$ 35,329,627</b>	<b>SUB TOTAL</b>	
65	Chic Center	339,282	1,350,000		1,689,282	1,359,948					1,359,948	329,334	Chic Center	
76	Liability Insurance	1,229,769	2,132,860		3,362,629	1,437,041					1,437,041	1,925,588	Liability Insurance	
	<b>Sub Total</b>	<b>\$ 1,569,051</b>	<b>\$ 3,482,860</b>	<b>\$ -</b>	<b>\$ 5,051,911</b>	<b>\$ 2,796,989</b>	<b>\$ -</b>			<b>\$ -</b>	<b>\$ 2,796,989</b>	<b>\$ 2,254,922</b>	<b>SUB TOTAL</b>	
<b>Special Revenue and Capital Funds</b>														
13	Fire Dept- Huz Material		160,000		160,000					\$ 160,000	\$ 160,000	\$ -		
20	Waste Management	336,561	415,500		752,061	666,574					666,574	85,487	Waste Management	
22	Air Quality	370,900	149,000		519,900	120,883		49,400			170,283	349,617	Air Quality	
23	Street Lighting	32,348	1,970,472		2,002,820	1,862,339		100,000			1,962,339	40,481	Street Lighting	
24	Learning Center	552,742	241,700	882,500	1,646,942	1,094,169					1,094,169	552,773	Learning Center	
25	TDA Article III		70,000		70,000				70,000		70,000		TDA Article III	
26	Grants		43,734,980		43,734,980			43,734,980			43,734,980		Grants	
30	Gas Tax	449,463	2,865,235	344,188	3,658,886	3,658,886		1,509,974		2,148,912	3,658,886		Gas Tax	
32	State - SB1	1,354,877	1,890,300		3,245,177			2,240,621			2,240,621		SB1	
33	Sales Tax - MEAS, S*	50,000,000	25,000		50,025,000			50,000,000			50,000,000		Measure S	
34	NASA Infrastructure	236,847	2,000		238,847						238,847		NASA Infrastructure	
35	Measure S - Sales Tax	3,287,778	7,600,000		10,887,778				9,581,087		9,581,087	1,306,691	Measure S - Sales Tax	
38	Vehicle Impact	1,336,142	1,995,000		3,331,142			2,153,000		344,188	2,497,188	433,954	Vehicle Impact	
40	Capital Projects	1,210,667			1,210,667			600,795			600,795	609,872	Capital Projects	
55	Transit - "PROP. A"	436,192	2,287,006	1,000,000	3,723,198	3,156,922					3,156,922	566,276	Transit - "PROP. A"	
54	Transit - "PROP. C"	784,469	1,853,072		2,637,541	41,695			1,592,337	1,000,000	2,634,032	3,509	Transit - "PROP. C"	
56	Transit - MEAS, R*	1,471,834	1,396,083		2,867,917	22,509			2,130,000		2,152,509	715,408	Transit - MEAS, R*	
57	Transit - MEAS, M*	748,935	1,570,861		2,319,796			1,579,237			1,579,237	740,559	Transit - MEAS, M*	
72	Sewer & Storm Drain	3,635,481	1,370,100	1,135,250	6,140,831	2,241,190			1,500,000		3,741,190	2,399,641	Sewer & Storm Drain	
77	Public Access	590,283	110,000		700,283						700,283		Public Access	
78	Asset Forfeiture	38,854	254,000		292,854	253,893					253,893	38,961	Asset Forfeiture	
	<b>Sub Total</b>	<b>\$ 66,874,373</b>	<b>\$ 99,590,509</b>	<b>\$ 3,331,938</b>	<b>\$ 139,766,820</b>	<b>\$ 9,460,174</b>	<b>\$ -</b>	<b>\$ 116,841,431</b>	<b>\$ 3,653,100</b>	<b>\$ 129,954,705</b>	<b>\$ 9,811,915</b>	<b>\$ -</b>	<b>SUB TOTAL</b>	
<b>Grant Funds</b>														
28	CPBG	225,922	1,374,829		1,600,751	1,136,410					1,302,060	298,691	Grant Funds	
29	Federal Home Program	410,370	803,110		1,213,480	822,770				\$ 165,650	\$ 1,022,060	390,710	Federal Home Program	
	<b>Sub Total</b>	<b>\$ 636,292</b>	<b>\$ 2,177,939</b>	<b>\$ -</b>	<b>\$ 2,814,231</b>	<b>\$ 1,959,180</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 165,650</b>	<b>\$ 2,124,830</b>	<b>\$ 689,401</b>	<b>\$ -</b>	<b>SUB TOTAL</b>	
<b>Enterprise Funds</b>														
51	Water Fund	14,843,245	15,358,200		30,201,445	13,501,297	9,500		11,275,000	1,375,000	26,160,797	4,040,648	Enterprise Funds	
52	Golf Course Fund	1,915,091	2,876,500	110,000	4,901,591	2,988,837					2,988,837	1,912,714	Water Fund	
	<b>Sub Total</b>	<b>\$ 16,758,296</b>	<b>\$ 18,234,700</b>	<b>\$ 110,000</b>	<b>\$ 35,102,996</b>	<b>\$ 16,490,134</b>	<b>\$ 9,500</b>	<b>\$ 11,275,000</b>	<b>\$ 1,375,000</b>	<b>\$ 1,375,000</b>	<b>\$ 29,149,634</b>	<b>\$ 5,953,362</b>	<b>SUB TOTAL</b>	
<b>Successor Agencies</b>														
91	Red. Oblig. Retirement		1,901,591		1,901,591	294,500				\$ 1,647,091	\$ 1,901,591		Successor Agencies	
84	Housing	194,226	10,000		204,226	6,800					6,800	197,426	Red. Oblig. Retirement	
93	CRA Debt Service		35,000	1,647,091	1,682,091	1,647,091					1,647,091	35,000	Housing	
	<b>Sub Total</b>	<b>\$ 194,226</b>	<b>\$ 1,946,591</b>	<b>\$ 1,647,091</b>	<b>\$ 3,787,908</b>	<b>\$ 1,908,391</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,647,091</b>	<b>\$ 3,555,482</b>	<b>\$ 232,426</b>	<b>SUB TOTAL</b>	
	<b>TOTAL CITY BUDGET</b>	<b>\$ 121,343,022</b>	<b>\$ 181,479,435</b>	<b>\$ 8,437,529</b>	<b>\$ 311,259,980</b>	<b>\$ 120,611,373</b>	<b>\$ 33,500</b>	<b>\$ 128,116,431</b>	<b>\$ 8,517,029</b>	<b>\$ 296,988,333</b>	<b>\$ 94,271,653</b>	<b>\$ -</b>	<b>Total City Budget</b>	
<b>Internal Service Funds</b>														
61	Employee Benefit Fund	11,041,663	1,451,100		12,492,763	2,384,600					2,384,600	10,108,163	Employee Benefit Fund	
62	Equipment Fund	1,663,871	5,608,590	79,500	7,351,961	2,563,694	84,500				2,648,194	4,703,767	Equipment Fund	
	<b>Total Internal Service Funds</b>	<b>\$ 12,705,534</b>	<b>\$ 7,059,690</b>	<b>\$ 79,500</b>	<b>\$ 19,814,724</b>	<b>\$ 4,948,294</b>	<b>\$ 84,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,032,794</b>	<b>\$ 14,811,930</b>	<b>Total Internal Service Funds</b>	
	<b>Grand Total</b>	<b>\$ 134,048,556</b>	<b>\$ 188,539,125</b>	<b>\$ 8,517,029</b>	<b>\$ 331,104,710</b>	<b>\$ 125,559,667</b>	<b>\$ 118,000</b>	<b>\$ 128,116,431</b>	<b>\$ 8,517,029</b>	<b>\$ 262,021,127</b>	<b>\$ 69,083,583</b>	<b>\$ -</b>	<b>Grand Total</b>	



**City of Downey**  
California





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CITY OF DOWNEY  
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